DeNederlandscheBank
EUROSYSTEEM

User Manual
e-line DNB

Date
April 2015

Versionnumber
6.32

DeNederlandscheBank
EUROSYSTEEM

Content

1 E-LINE DNB 3
1.1 Reporting to De Nederlandsche Bank 3
1.2 The Internet application 3
1.3 Practising e-Line DNB 3
1.4 The manual 3
2 QUICK-START GUIDE: E-LINE DNB IN 9 STEPS 4
3 REGISTRATION, LOG-ON AND LOG-OFF PROCEDURES 6
3.1 Connecting to e-Line DNB 6
3.2 Registration: creating a password 7
3.3 Logging on 9
3.4 Lost password 11
3.5 Changing your password after being logged on 12
3.6 User preferences 13
3.7 Exchange with CBS 14
3.8 Logging off 14
4 COMPLETING RETURNS 16
4.1 Selecting returns 16
4.2 Opening returns 18
4.3 Opening a return & copying data 19
4.4 Entering data 20
4.5 Setting a form to NIL 22
4.6 Importing data 22
4.7 Large files attached to returns 25
4.8 Saving and closing returns 27
4.9 Data checking 27
4.10 Submitting returns 30
4.11 Changing a submitted return 31
4.12 Opening/saving returns in Excel 31
4.13 Printing returns 32
4.14 Printing submitted reports (Consult archives) 33
4.15 Export as XML file 35
4.16 Closing e-Line DNB 36
5 SUPPLEMENTARY FUNCTIONS 37
5.1 User-created pick lists 37
5.2 Answer-driven dialogue structure 40
5.3 Input of text files 41
6 OPENING HOURS AND SUPPORT 42
6.1 Opening hours 42
6.2 Problems working with e-Line DNB 42
6.3 Questions about reporting 42
7 INDEX 43

1 e-Line DNB

1.1 Reporting to De Nederlandsche Bank

Various financial institutions have been required by law to submit periodic financial returns to De Nederlandsche Bank NV ('DNB'). These returns provide DNB with information it needs to perform its statutory duties.

1.2 The Internet application

The return forms submitted to DNB by reporting institutions need to be in a specific format.

E-Line DNB is an Internet application, which means that you will be able to complete the return forms on a special, dedicated website. DNB has provided you with the data you need to log onto this website. Once you are logged on, a list of all your current reporting requirements will be displayed.

1.3 Practising e-Line DNB

Before you start submitting real returns using e-Line DNB, you may practise with the program to gain 'hands-on' experience without worrying about making 'mistakes'. For this purpose you need a temporary log-on ID. If you wish to use this possibility, please ask your reporting officer at DNB.

1.4 The manual

Chapter 2 presents a quick-start guide to the e-Line DNB program. In 9 steps, it guides you through the program's main features. If you should encounter any difficulties on your way through these 9 steps, you can use Chapters 3 and 4 as a reference guide. In Chapter 5 some supplementary functions are described. Of course you can also contact DNB for help. Chapter 6 tells you how, where and when to reach the DNB help desk.

2 Quick-start guide: e-Line DNB in 9 steps

This chapter guides you through e-Line DNB's main features. We recommend that you complete these nine steps in order to familiarise yourself with the program.

Step 1: creating a password
If you are using e-Line DNB for the first time, you have to create a password:

1. Make a connection to the internet and surf to www.dnb.nl.
2. Click on *Statistics*.
3. Click on *e-Line DNB*.
4. Click on *Logging into e-Line DNB*.(on the right side of the screen)
5. If you have not worked with e-Line DNB before, click on *First-time log-on.* Otherwise, click on *Log in* and continue with **Step 2.**
6. The screen with General conditions appears.
7. Choose *I agree* to accept the General conditions and Click on *Proceed.*
8. Enter your relation number in the *Relation number* box (see the letter you have received from DNB).
9. Enter your access code in the *Share secret* box (see the letter you have received from DNB).
10. Enter a valid password in the *Password* box (see instructions at the bottom of the page).
11. Re-enter the same password in the *Repeat password* box.
12. Click on *Process*. If everything is all right, you get a screen that contains a message about the acceptance of your password as well as a link to the e-Line DNB log-on page.

More details in § 3.1 and § 3.2

Step 2: logging on
To log on:

1. Enter your relation number in the *Relation number* box.
2. Enter your password in the *Password* box.
3. Click on the *Login* button.

More details in § 3.3

Step 3: changing the language
Changing E-Line Homepage language:
In order to change the user language to English:

1. Click on *English* in the top right hand corner of the E-Line Homepage to change the language.

Changing the language after logon:
After the first log-on you will find e-Line presented in Dutch.
In order to change the user language to English:

2. Click on *Algemeen*
3. Click on *Voorkeuren*
4. Select *Engels* from the combo box
5. Click on *Opslaan*

Step 4: the returns list
Now you can view the returns you are required to submit:

1. In the blue menu at the top of the screen, click on Requirements (under Report).
2. In the screen that comes up, select the due date(s) of the return or returns you wish to view or edit from the box on the left.

3. Next, in the right-hand box, select one or more statuses of returns you wish to view or edit.
4. Click on the Select button. The list of required returns which corresponds with the selected values will appear.

More details in § 4.1

Step 5: opening and completing a return
1. Move the mouse pointer over the reporting period for a particular return.
2. In the menu that pops up, select the Open forms option. The corresponding return with its forms will be displayed.
3. Complete the forms for the return, using the Tab key to move from field to field. You should complete all the yellow fields: the grey fields will be calculated.

More details in § 4.2, §4.3 and §4.4

Step 6: Saving
1. Click the ''save'' button at the bottom of the active screen.

More details in § 4.8

Step 7: Validating your entries
1. At the bottom of the screen, click on 'Back'. The requirements list will reappear. Note: because the status of the return may have changed, the return may no longer appear in the requirements list. If this happens, close the requirements list, reselect the date of the return as well as the status 'pending' and click the 'select' button in order to open the requirements list with the specific return. (Step 3).
2. Move the mouse pointer over the period of the return you wish to validate.
3. In the menu that pops up, select Validate. If the validation results in one ore more errors, an error report will be displayed.
4. If necessary, correct the errors, save the return and validate again.
5. Sometimes you need to correct the errors, before you can submit your report.

More details in § 4.9

Step 8: Submitting a return
When the return is validated, the value Y(es) is displayed in the Validated column of the requirements list and you will be able to submit it.
1. In the requirements list, move the mouse pointer over the period of the return you wish to submit. In the menu that pops up, select the Send option.

More details in § 4.10

Step 9: Exiting e-Line DNB
1. In the blue menu at the top of the screen, click on Log off (under General).

More details in § 4.15

3 Registration, log-on and log-off procedures

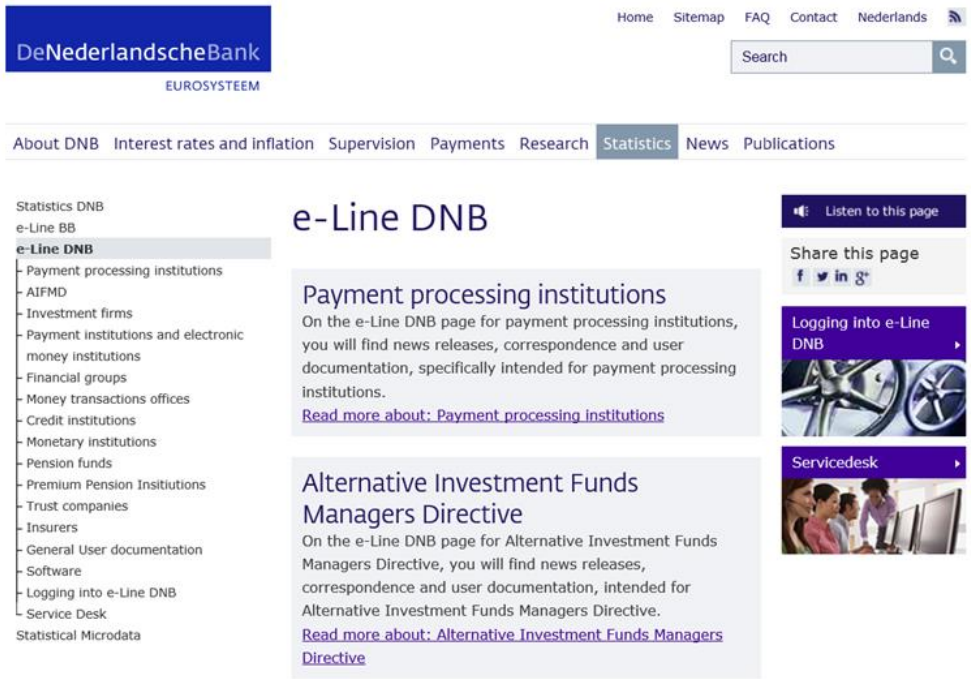
3.1 Connecting to e-Line DNB

In order to submit returns with e-Line DNB, you need to be connected to the Internet. Once connected, you have to direct your Internet browser to e-Line DNB.

Procedure

1. Connect to the Internet.
2. In the address bar of your Internet browser, enter the address of e-Line DNB: https://e-line.dnb.nl To be sure to have the correct url, please type the whole url into the browser by yourself, in this way you can prevent a misleading banner or link to a false internet address.

   Please note: E-Line DNB can be found at www.dnb.nl/statistiek/eline-dnb. Using https://e-line.dnb.nl will ensure that you are automatically redirected to the E-Line DNB log-on page in case the official DNB page is unavailable
3. The e-Line DNB homepage will appear:


DeNederlandscheBank
EUROSYSTEEM
Home Sitemap FAQ Contact Nederlands
Search
About DNB Interest rates and inflation Supervision Payments Research Statistics News Publications
Statistics DNB
e-Line BB
e-Line DNB
Payment processing institutions
AIFMD
Investment firms
Payment institutions and electronic money institutions
Financial groups
Money transactions offices
Credit institutions
Monetary institutions
Pension funds
Premium Pension Insitiutions
Trust companies
Insurers
General User documentation
Software
Logging into e-Line DNB
Service Desk
Statistical Microdata
e-Line DNB
Payment processing institutions
On the e-Line DNB page for payment processing institutions, you will find news releases, correspondence and user documentation, specifically intended for payment processing institutions.
Read more about: Payment processing institutions
Alternative Investment Funds Managers Directive
On the e-Line DNB page for Alternative Investment Funds Managers Directive, you will find news releases, correspondence and user documentation, intended for Alternative Investment Funds Managers Directive.
Read more about: Alternative Investment Funds Managers Directive
Listen to this page
Share this page
Logging into e-Line DNB
Servicedesk

E-Line DNB homepage

- Click on English in the top right hand corner of the E-Line Homepage to change the language.
- Click on Logging into e-Line DNB.

4. If you have not accessed the system before, you must first create a password (see *§ 3.2 Registration: creating a password*).
5. If you have logged on with your relation number before, log on with your relation number and password (see *§ 3.3 Logging on*).
6. If you have forgotten your password, you have to create a new one (see *§ 3.4 Lost password*).

3.2 Registration: creating a password

If your institution has not worked with e-Line DNB before, you need to register as a new user. The letters the board of your institution received from DNB contain data which you need during registration:

- A relation number. This is a unique number provided by DNB, which identifies your institution to the DNB computer.
- A shared secret. This is a special code used to verify whether you are authorised to access e-Line DNB.

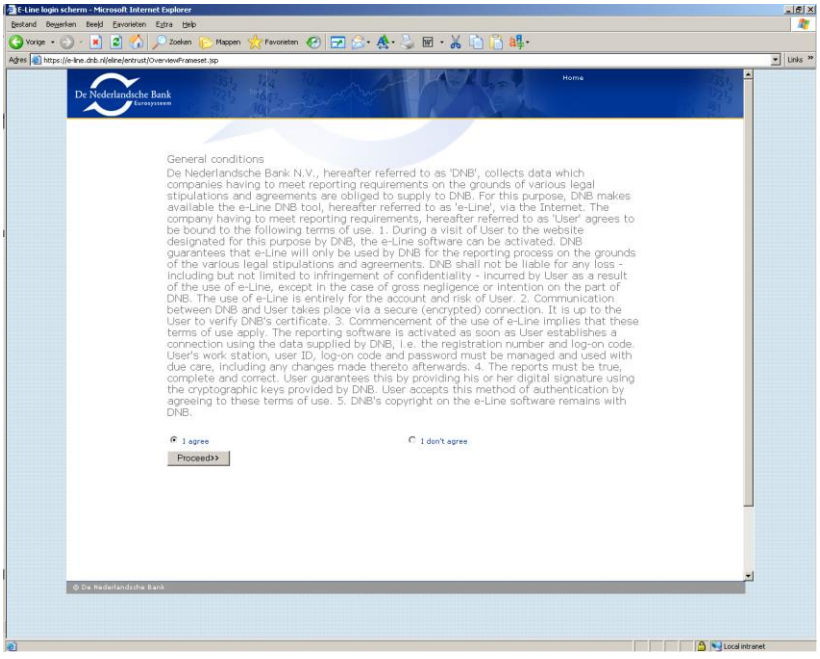
Note: A shared secret is not a password. The shared secret is provided by DNB. Using the shared secret you will be able to create your own password.

Note: Only employees responsible for entering the returns should be given access to your shared secret. Relation numbers and especially shared secrets should be stored carefully, preferably in a safe. Whenever an employee with access to these data leaves your organisation, a new shared secret should be requested.

During the first log-on session, you will create a password which you will need to log on to the system.

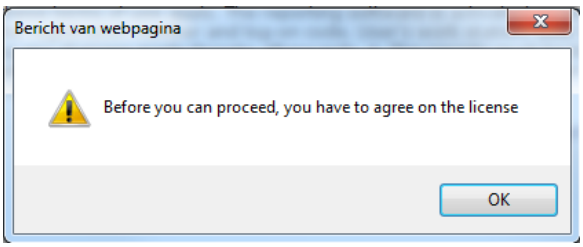
Procedure

1. Connect to e-Line DNB via the Internet (at https://e-line.dnb.nl).
2. Click on *English* in the top right hand corner of the E-Line Homepage to change the language.
3. Click on *Logging into e-Line DNB* and then on *First time log in* to bring up the following screen:

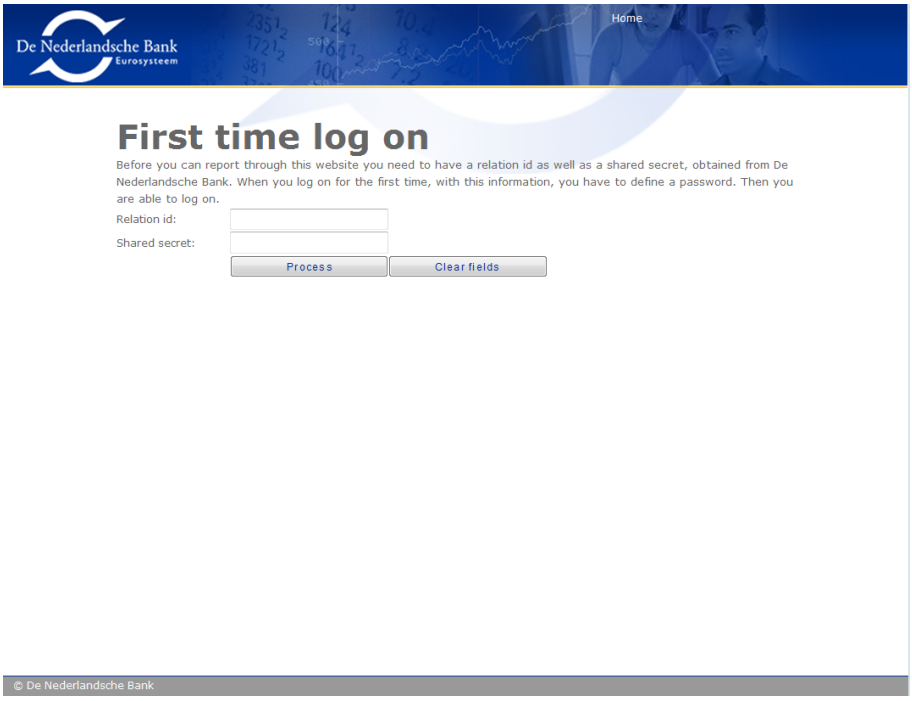

E-Line login scherm - Microsoft Internet Explorer
De Nederlandsche Bank
Home
General conditions
De Nederlandsche Bank N.V., hereafter referred to as 'DNB', collects data which companies having to meet reporting requirements on the grounds of various legal stipulations and agreements are obliged to supply to DNB. For this purpose, DNB makes available the e-Line DNB tool, hereafter referred to as 'e-Line', via the Internet. The company having to meet reporting requirements, hereafter referred to as 'User' agrees to be bound to the following terms of use. 1. During a visit of User to the website designated for this purpose by DNB, the e-Line software can be activated. DNB guarantees that e-Line will only be used by DNB for the reporting process on the grounds of the various legal stipulations and agreements. DNB shall not be liable for any loss - including but not limited to infringement of confidentiality - incurred by User as a result of the use of e-Line, except in the case of gross negligence or intention on the part of DNB. The use of e-Line is entirely for the account and risk of User. 2. Communication between DNB and User takes place via a secure (encrypted) connection. It is up to the User to verify DNB's certificate. 3. Commencement of the use of e-Line implies that these terms of use apply. The reporting software is activated as soon as User establishes a connection using the data supplied by DNB, i.e. the registration number and log-on code. User's work station, user ID, log-on code and password must be managed and used with due care, including any changes made thereto afterwards. 4. The reports must be true, complete and correct. User guarantees this by providing his or her digital signature using the cryptographic keys provided by DNB. User accepts this method of authentication by agreeing to these terms of use. 5. DNB's copyright on the e-Line software remains with DNB.
I agree
I don't agree
Proceed>>

General Conditions

4. Choose *I don't agree* the General conditions and Click on *Proceed.* The following screen will come up:



5. Choose *I agree* to accept the General conditions and Click on *Proceed.* The following screen will come up:


De Nederlandsche Bank
Eurosysteem
Home
First time log on
Before you can report through this website you need to have a relation id as well as a shared secret, obtained from De Nederlandsche Bank. When you log on for the first time, with this information, you have to define a password. Then you are able to log on.
Relation id:
Shared secret:
Process
Clear fields
© De Nederlandsche Bank

Creating a password (step 1)
Before you can create your password, it is necessary to identificate yourself with your relation number en shared secret.

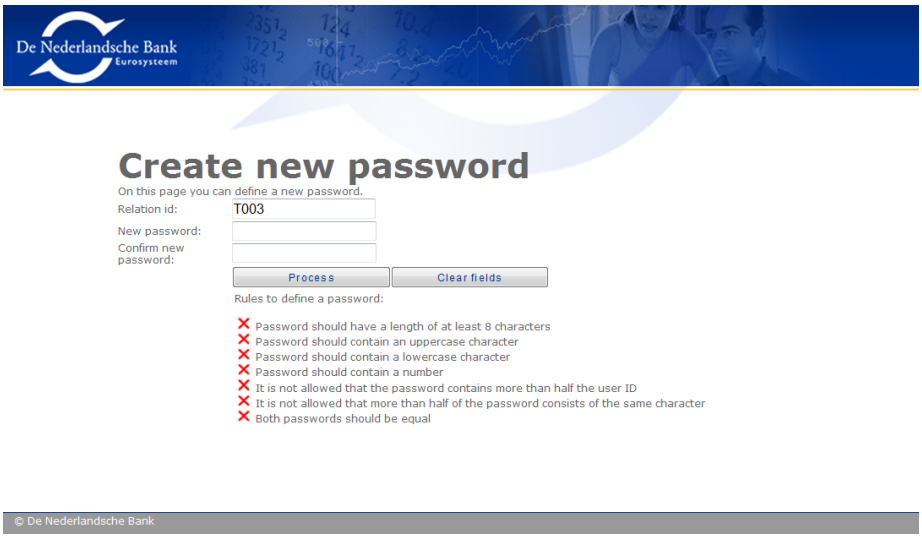
1. Enter your relation number in the *Relation number* box.
2. Enter your shared secret in the *Shared secret* box.
3. Finally, click on *process*.

Tip: At any point in this procedure you may clear the data you entered by clicking on the *Reset* button and start again.

Tip: Close all the browsers on your computer, when a technical malfunction appears while you are entering your relation number and shared secret in the system. Then, try it again.

Creating a password (step 2)

1. In the *New password* box, enter a valid password. You will find the password validity rules at the bottom of the screen. The red crosses will change into green check marks when the password entered is valid.
2. Re-enter the password in the *Confirm new password* box.


De Nederlandsche Bank
Eurosysteem
Create new password
On this page you can define a new password.
Relation id:
T003
New password:
Confirm new password:
Process
Clear fields
Rules to define a password:
Password should have a length of at least 8 characters
Password should contain an uppercase character
Password should contain a lowercase character
Password should contain a number
It is not allowed that the password contains more than half the user ID
It is not allowed that more than half of the password consists of the same character
Both passwords should be equal
© De Nederlandsche Bank

Tip: Close all the browsers on your computer, when a technical malfunction appears while you are entering your new password in the system. Then, try it again.

Tip: *Once you have* created your password, a log-on screen will show up. To log on, you will need your relation number and the password you just created (see *§ 3.3 Logging on*). Any time you want to change your password (see *§ 3.5 Changing your password*), you will have to enter your shared secret again, so you have to store your relation number and shared secret carefully.

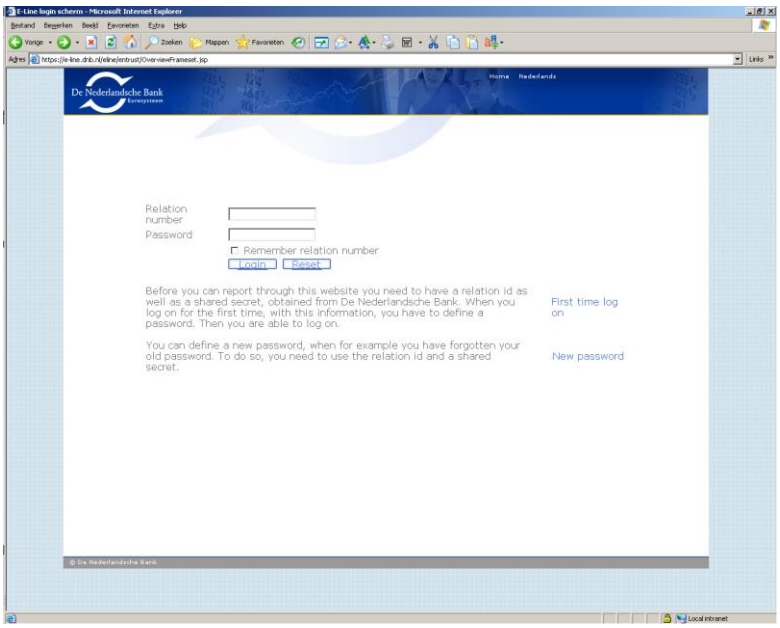
3.3 Logging on

Once you have created a password during your first e-Line DNB session, you have to log onto the secure e-Line DNB website by entering your relation number and password. If you lose your password, you will have to create a new one (see *§ 3.4 Lost password*).

Note: For security reasons, DNB has surrounded the log-on procedure with certain safety precautions. You have up to 5 attempts to provide the correct password. After five failures, your account will be locked out for a period of 5 hours.

Procedure

1. Connect to e-Line DNB via the Internet (https://e-line.dnb.nl).
2. Click on *English* in the top right hand corner of the E-Line Homepage to change the language.
3. Click on *Logging into e-Line DNB* and then on *Log in.* The log-on screen will appear:

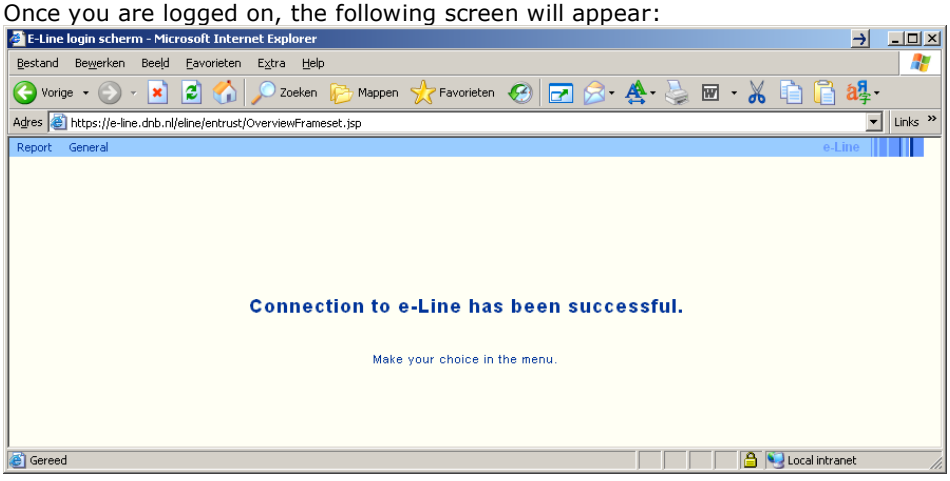

De Nederlandsche Bank
Relation number
Password
Remember relation number
Login
Reset
Before you can report through this website you need to have a relation id as well as a shared secret, obtained from De Nederlandsche Bank. When you log on for the first time, with this information, you have to define a password. Then you are able to log on.
First time log on
You can define a new password, when for example you have forgotten your old password. To do so, you need to use the relation id and a shared secret.
New password

Logging on

4. Enter your relation number in the *Relation number* box.
5. Enter your password in the *Password* box.
6. Click on the *Login* button.

Tip: Check the checkbox next to Remember relation number to bring up your relation number automatically on subsequent sessions.

Once you are logged on, the following screen will appear:



You have successfully logged onto e-Line DNB.

Note: If you leave your e-Line DNB session idle for too long, the log on session will expire. If you do not perform any activity such as selecting a new form, saving your entries etc. for more than 30 minutes, DNB will terminate the Internet session. To continue, you will have to log on again. Any data left unsaved will have been lost. Therefore you should save your work regularly.

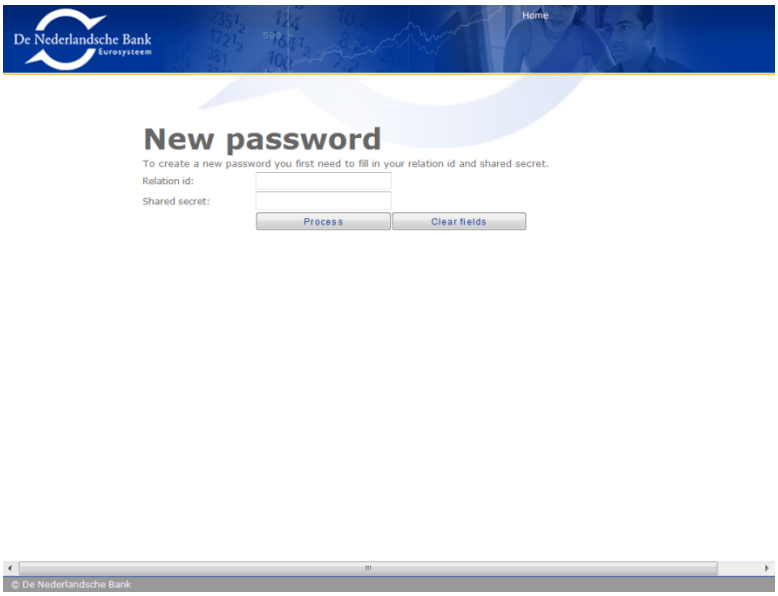
Note: More than one person can be logged on onto e-Line DNB using the same relation number and password. This can be useful if you wish to work together on the same return.
There is always a risk, however, that two persons may make changes to the same form at the same time. In order to avoid loss of data, the system contains a user preference which, if checked, warns you when you try to open a return that is already being edited.

3.4 Lost password

If you lose or forget your password, you have to use your registration data to create a new one. You will need both your relation number and your shared secret.

Procedure

1. Connect to e-Line DNB via Internet (https://e-line.dnb.nl).
2. Click on *English* in the top right hand corner of the E-Line Homepage to change the language.
3. Click on *Logging into e-Line DNB* and then on *New password.*

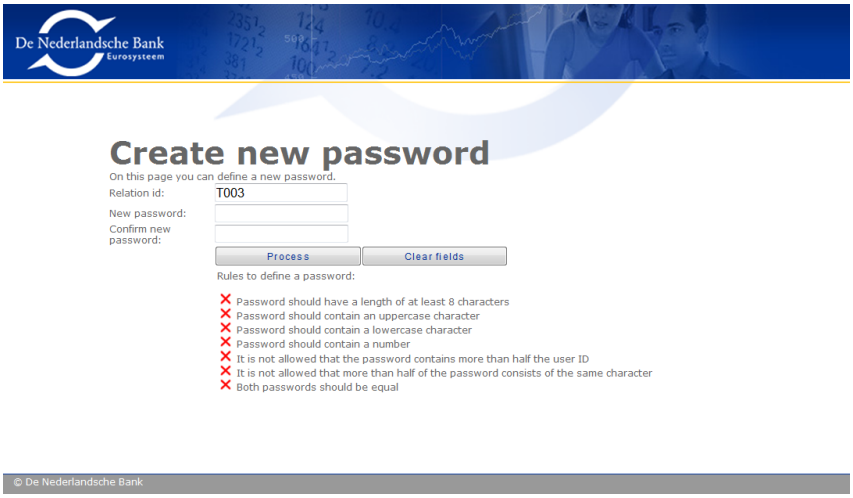


Creating a password (step 1)
Before you can create your new password, it is necessary to identificate yourself with your relation number en shared secret.

1. Enter your relation number in the Relation id box.
2. Enter your shared secret in the Shared secret box.
3. Finally, click on process.

Tip: At any point in this procedure you may clear the data you entered by clicking on the Reset button and start again.

Tip: Close all the browsers on your computer, when a technical malfunction appears while you are entering your relation number and shared secret in the system. Then, try it again.

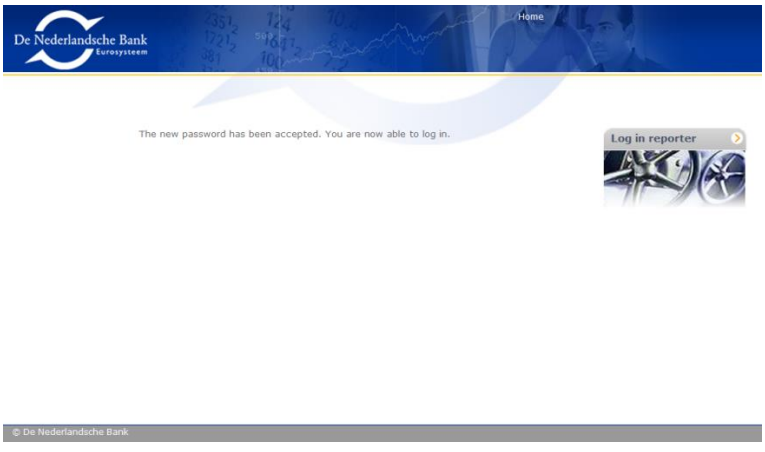

De Nederlandsche Bank
Eurosysteem
Create new password
On this page you can define a new password.
Relation id:
T003
New password:
Confirm new password:
Process
Clear fields
Rules to define a password:
Password should have a length of at least 8 characters
Password should contain an uppercase character
Password should contain a lowercase character
Password should contain a number
It is not allowed that the password contains more than half the user ID
It is not allowed that more than half of the password consists of the same character
Both passwords should be equal
© De Nederlandsche Bank

Creating a password (step 2)

1. In the *New password* box, enter a valid password. You will find the password validity rules at the bottom of the screen. The red crosses will change into green check marks when the password entered is valid.
2. Re-enter the password in the *Confirm new password* box.

Tip: Close all the browsers on your computer, when a technical malfunction appears while you are entering your new password in the system. Then, try it again.

Once you have created your password, the following screen will show up:


De Nederlandsche Bank
Eurosysteem
Home
The new password has been accepted. You are now able to log in.
Log in reporter
© De Nederlandsche Bank

To log on, click on the

button. You will need your relation number and the password you just created (see *§ 3.3 Logging on*).

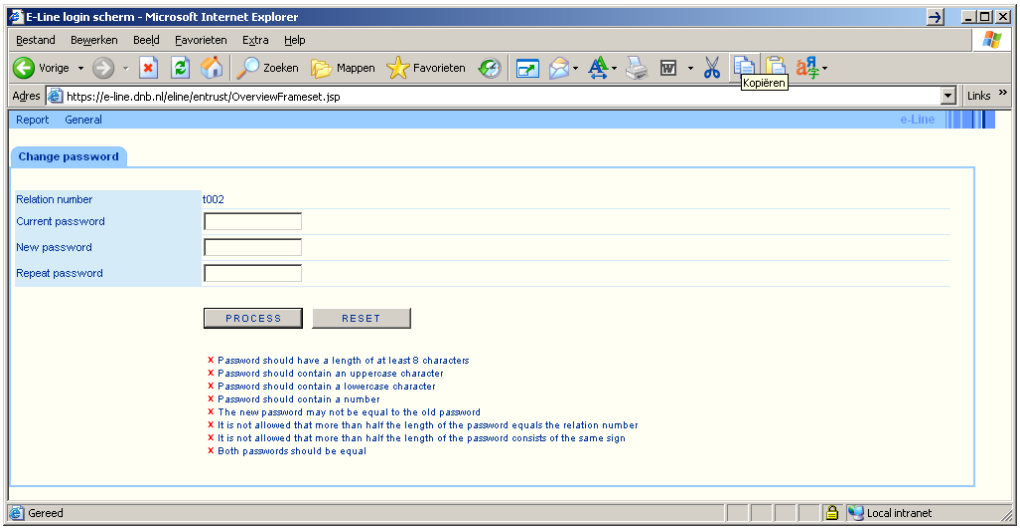
3.5 Changing your password after being logged on

It is recommended that you change your password from time to time in order to prevent unauthorised persons from accessing the system using your account. In

order to change your password after being logged on to e-Line DNB, you need to log on with your old one.

Procedure

1. Log on as usual (see *§ 3.3 Logging on*).
2. In the top of the screen, under *General*, click on *Change password*. You will see the following screen:


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Vorige Zoeken Mappen Favorieten
Kopiëren
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
e-Line
Change password
Relation number t002
Current password
New password
Repeat password
PROCESS
RESET
Password should have a length of at least 8 characters
Password should contain an uppercase character
Password should contain a lowercase character
Password should contain a number
The new password may not be equal to the old password
It is not allowed that more than half the length of the password equals the relation number
It is not allowed that more than half the length of the password consists of the same sign
Both passwords should be equal
Gereed
Local intranet

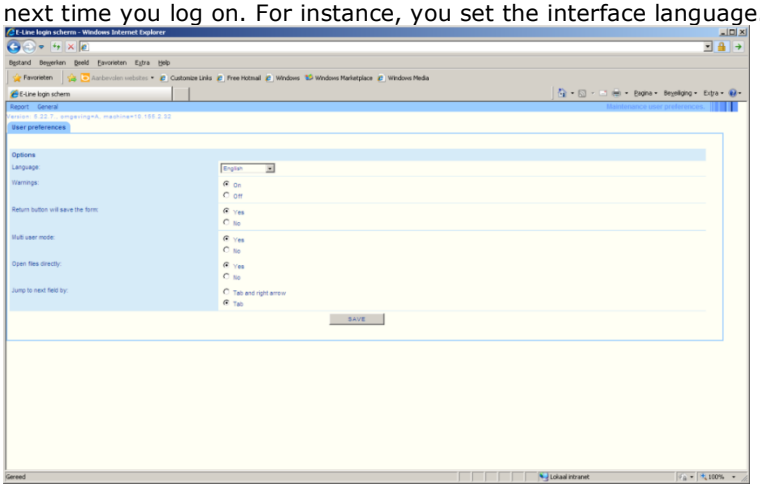
Change password

3. Enter your current password in the Current password box.
4. Enter your new password in the New password box.
5. Re-enter your new password in the Repeat password box.
6. Finally, click on Process.

You will find the password validity rules at the bottom of the screen. The red crosses will change into green check marks when the password entered is valid.

3.6 User preferences

You are allowed to set certain preferences in e-Line DNB which will be remembered next time you log on. For instance, you set the interface language.



Set user preferences

Procedure
At the top of the screen, under General, click on *preferences*. See picture:
1. Click on the radio buttons to indicate your personal preferences:

   Language
   Select *Engels (English)* or *Nederlands (Dutch)*. *Nederlands* is selected by default.

   Warnings
   If *On* is selected, the system will display a warning when certain actions are performed. For instance, if you close a form without saving it, e-Line DNB will warn you that unsaved data will be lost. The *Warnings* option is *On* by default.

   Return key saves the form
   This option allows you to save your data quickly and easily while you work. Every time you press the Return key from within a report, all forms of that report will be saved. *No* is selected by default.

   Multi-user mode
   When set to *Yes*, this option allows multiple users to log on using the same relation number and password and work simultaneously on the same return. *No* is selected by default.

   Open files directly
   When set to *Yes*, the return to be printed is shown directly in Adobe Reader. Otherwhise a pop-up dialog screen is displayed, in which you are asked what you want to do (save or display the printfile).
   Newer versions of Adobe Reader may cause problems, however. If you encounter problems opening PDF-files, choose 'N'. *Yes* is selected by default.

   Jump to next field by
   If tab and right arrow is selected, you will be able to navigate using either <tab> or <right arrow>. *Tab* is selected by default.

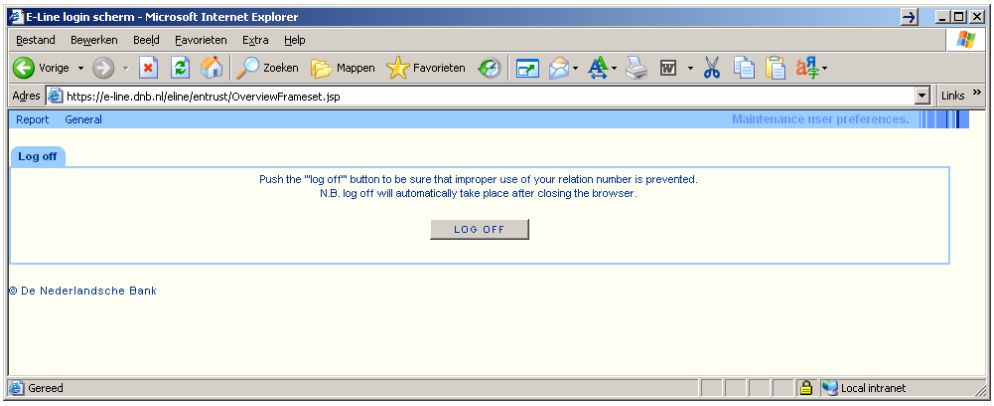
2. Click on Save.

You may modify your personal preferences at any time.

3.7 Exchange with CBS
At this point you will find the policy of DNB on sharing information with Statistics Netherlands (CBS).

3.8 Logging off
It is recommended that you log off from the system before closing e-Line DNB. Disconnecting in this way prevents unauthorised use of your e-Line account.

Procedure
1. In the top of the screen, under *General*, click on *Log off*. You will see the following screen:


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Vorige Zoeken Mappen Favorieten
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
Maintenance user preferences.
Log off
Push the "log off" button to be sure that improper use of your relation number is prevented.
N.B. log off will automatically take place after closing the browser.
LOG OFF
© De Nederlandsche Bank
Gereed
Local intranet

Logging off

2. Click on the Log off button. However, if you wish to continue working on another return, click for making a new selection on Report/ Requirements in the blue menu at the top.

4 Completing returns

4.1 Selecting returns

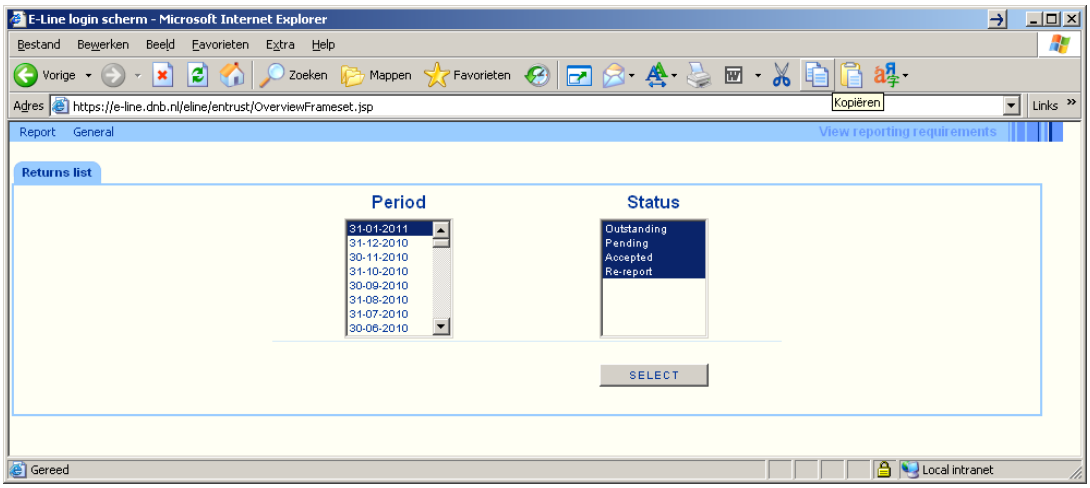
Once you have created a password and have logged on to e-Line DNB, you can start entering data into return forms. First, you should open the returns selection screen. Here you have the possibility to select (groups of) returns to view or work on, based on the due date and status of each return.

Each return has one of the following statuses:

Outstanding	The return has not been edited
Pending	The return has been edited but not submitted
Accepted	The return has been submitted, received and accepted by DNB
Re-report	A re-reporting requirement has been created by DNB

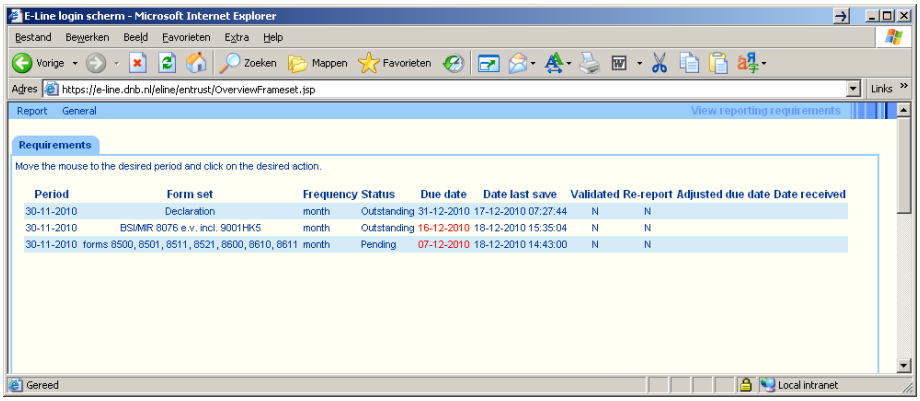
Procedure

1. At the top of the screen, under *Report*, click on *Requirements*. The returns list shows up.



Selecting returns for editing

   By default, the returns selection screen appears with the most recent reporting period and all its statuses selected. However, you are allowed to select any other combination.
2. Under *Period*, click on the due date of the return you wish to open. For instance, 30-06-2009 (i.e. 30 June 2009) for all returns due on that date. You can select multiple dates by pressing and holding the Control key while you click on several dates, or by clicking on a date and, without releasing the (left) mouse key, moving up or down to select other dates.
3. Under *Status*, select one or more statuses by the same method. For instance, select *Outstanding* and *Pending* for all returns due by 30-06-2009 having a status of either *Outstanding* or *Pending*
4. Next, click on the Select button. The following screen will come up.


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Vorige Zoeken Mappen Favorieten
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
View reporting requirements
Requirements
Move the mouse to the desired period and click on the desired action.
Period Form set Frequency Status Due date Date last save Validated Re-report Adjusted due date Date received
30-11-2010 Declaration month Outstanding 31-12-2010 17-12-2010 07:27:44 N N
30-11-2010 BSI/MIR 8076 e.v. incl. 9001HK5 month Outstanding 16-12-2010 18-12-2010 15:35:04 N N
30-11-2010 forms 8500, 8501, 8511, 8521, 8600, 8610, 8611 month Pending 07-12-2010 18-12-2010 14:43:00 N N
Gereed
Local intranet

Returns list

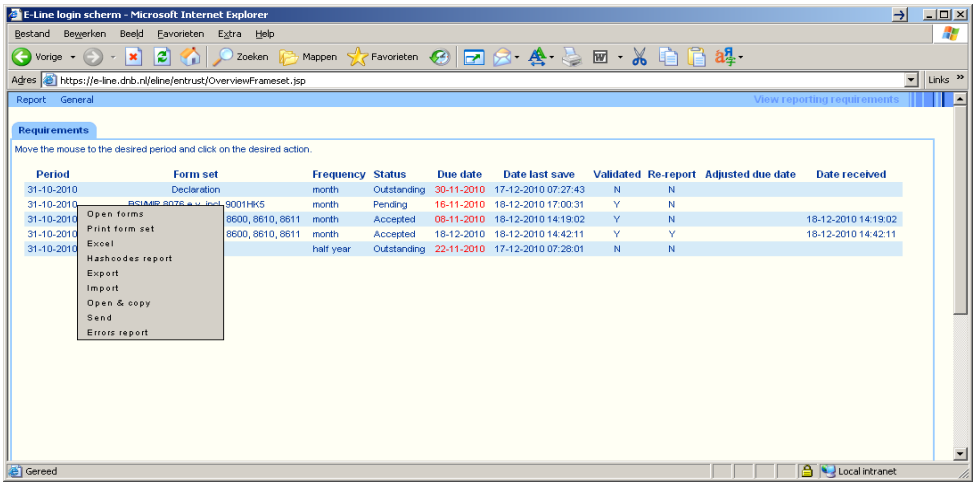
This screen lists all the returns selected including:

Period	end date of the reporting period
Form set	indicates the set of return forms
Frequency	daily, weekly, monthly, quarterly, biannual, annual
Status	Outstanding, Pending, Accepted, Re-submit
Due date	Ultimate date of submission
Date last save	Date the report was last saved
Validated	Validation performed at return level, Y(es) or N(o)
Re-report	Resubmission required, Y(es) or N(o)
Adjusted due date	The due date is specially set for a re-report requirement. DNB can also set special dates in other exceptional cases (always in consultation with you)
Date received	Date the return was received by DNB

If the due date is coloured red, the return has become overdue and has to be submitted without delay.

Tip: You can sort the rows of the returns list according to period, form set, frequency or status by clicking on the respective column headings.

When you move the mouse pointer over the period of a form set, a second menu appears.


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
View reporting requirements
Requirements
Move the mouse to the desired period and click on the desired action.
Period Form set Frequency Status Due date Date last save Validated Re-report Adjusted due date Date received
31-10-2010 Declaration month Outstanding 30-11-2010 17-12-2010 07:27:43 N N
31-10-2010 9001HK5 month Pending 16-11-2010 18-12-2010 17:00:31 Y N
31-10-2010 8600, 8610, 8611 month Accepted 08-11-2010 18-12-2010 14:19:02 Y N 18-12-2010 14:19:02
31-10-2010 8600, 8610, 8611 month Accepted 18-12-2010 18-12-2010 14:42:11 Y Y 18-12-2010 14:42:11
31-10-2010 half year Outstanding 22-11-2010 17-12-2010 07:28:01 N N
Open forms
Print form set
Excel
Hashcodes report
Export
Import
Open & copy
Send
Errors report
Gereed
Local intranet

This menu allows you, for instance, to:

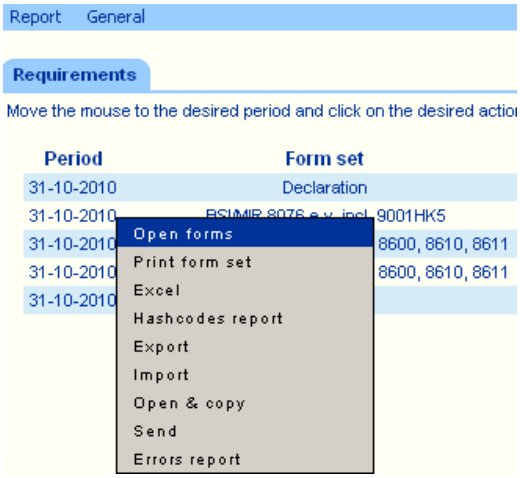
- Open the form set (see *§ 4.2 Opening returns*).
- Open a copy of a form set already submitted (see *§ 4.3 Opening a return & copying data*).
- Import the form set (see *§ 4.6 Importing Data*).
- Submitting the form set (see *§ 4.9 Submitting returns*).
- Export the form set to Excel (see *§ 4.11 Exporting returns to Excel*).
- Print the form set (see *§ 4.12 Printing returns*).
- Print submitted reports (see *§ 4.13 Consult archives)*
- Export the form set to XML (see *§ 4.14 Export as XML file*).

For form sets that you have edited and saved, the menu will show another option: *Validate* (see *§ 4.8 Data checking*). Once the data has been validated, the menu will be extended by two more options: *Errors report* and *Send* (see *§4.9 Submitting returns*).
Submit will only appear when you have resolved the blocking issues.

4.2 Opening returns

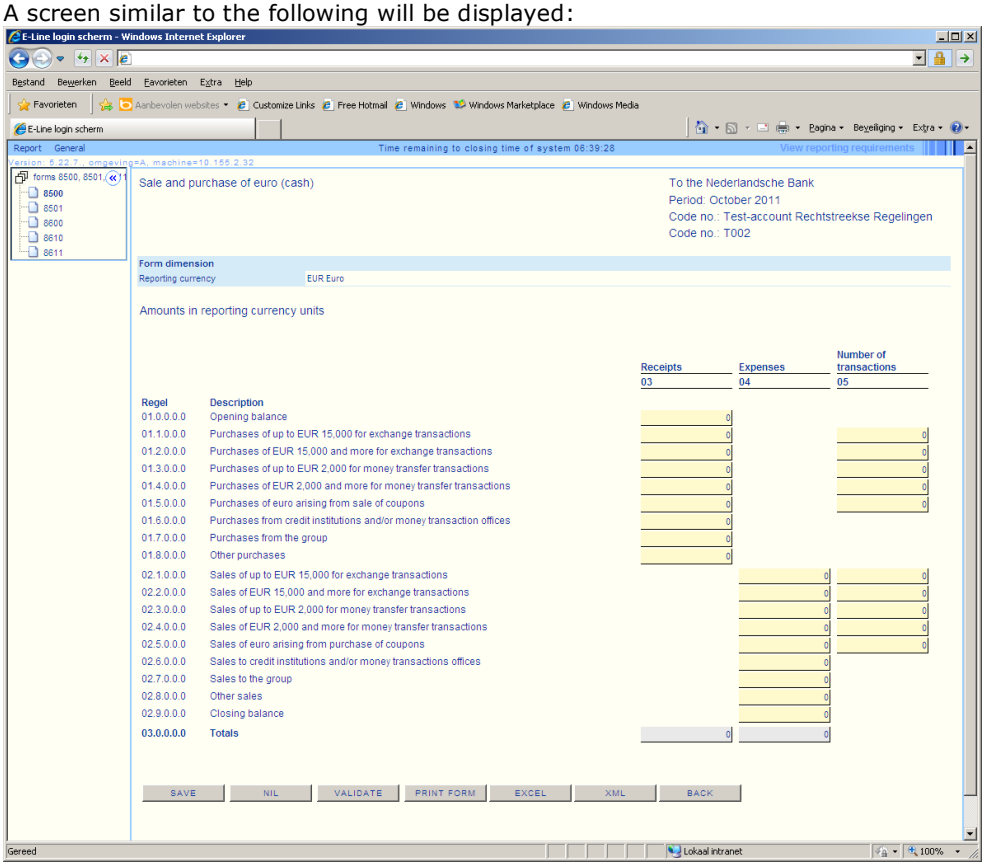
Procedure

1. Open the returns list
2. Move the mouse pointer over the period of the forms set you wish to open. In the menu that appears, select the *Open forms* option.



Menu in returns list

A screen similar to the following will be displayed:



Forms set

The tabs at the left of the page point to the individual forms of the set. Click on any tab and the corresponding form will appear on the right-hand side of the screen. The tab of the active form will turn dark blue.

Note: Due to performance measures regarding e-Line DNB, the rows shown on the screen of dynamic tables are limited to 250 rows. If it is necessary to view more rows, please print the form.

Note: When using the system simultaneously with other persons, you may open a return that is being edited by a colleague. In order to avoid the loss of entries made by you or your colleague(s), a warning is shown at the top of the screen at the moment you save a return which has been saved by another person in the meantime. Message: "The form has already been saved by someone else in the meantime. Saving of the form failed.".

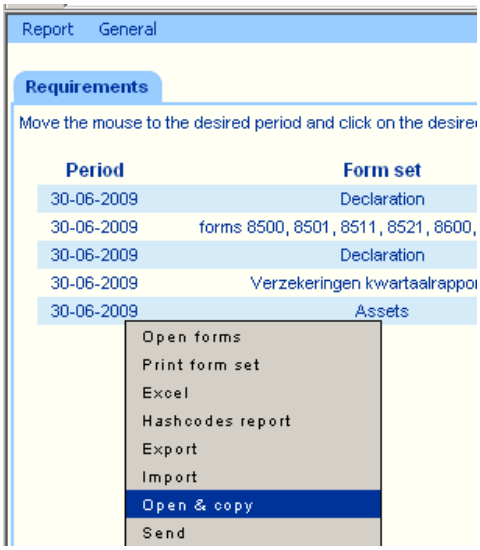
4.3 Opening a return & copying data

In some cases, it makes sense to use data from a previous return when working on the current one. E-Line DNB allows you to copy data from a previously submitted return to a new set of forms.

Procedure

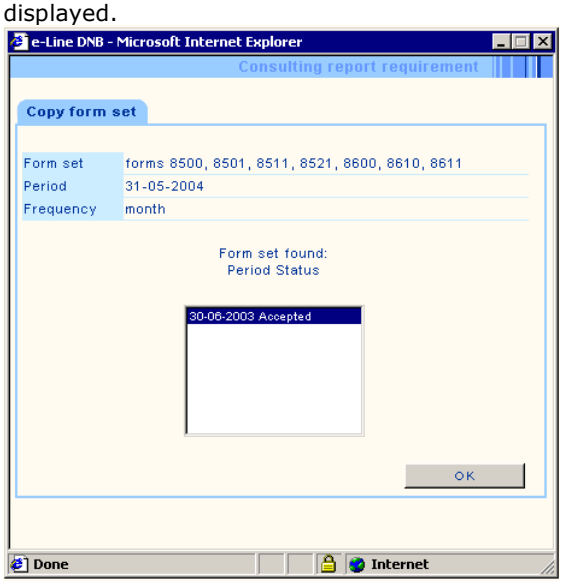
Open the returns list

1. Move the mouse pointer over the period of the return you wish to copy data to. In the menu that appears, select the *Open & copy* option:



Menu in returns list

2. A screen will pop up showing returns available for copying. You only can copy data from previous 'accepted' returns of the same type as the one you want to open. If no previous returns comply with these conditions, a message will be displayed.



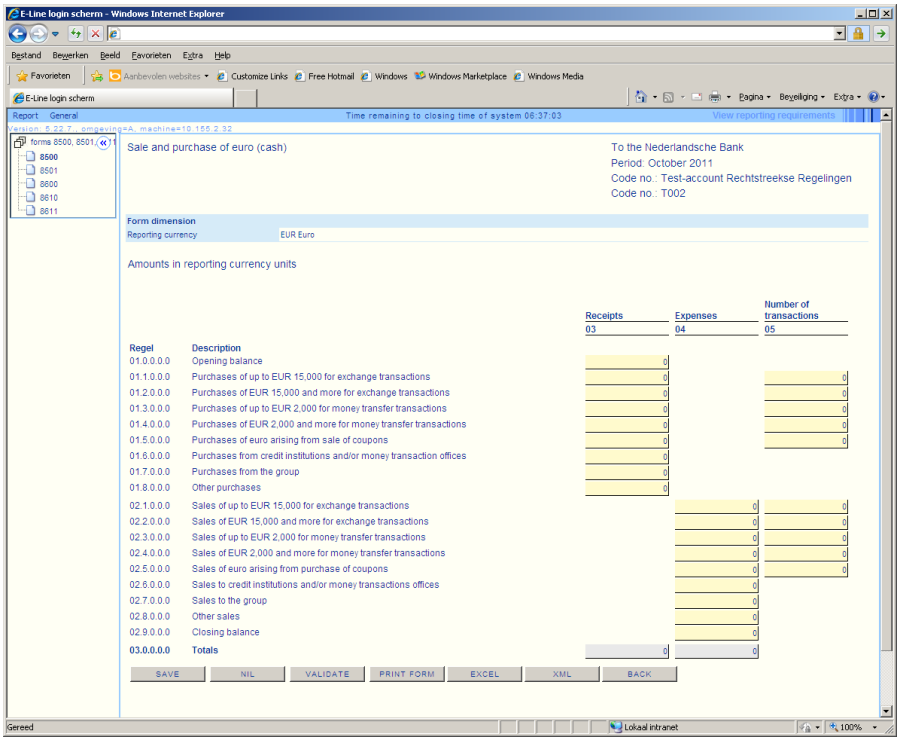
Opening a return & copying data

3. Select the set of forms whose data you wish to copy to the new return.
4. Click on *OK*. The new return will be opened and the data of the selected set of forms will be copied into the new return.

4.4 Entering data

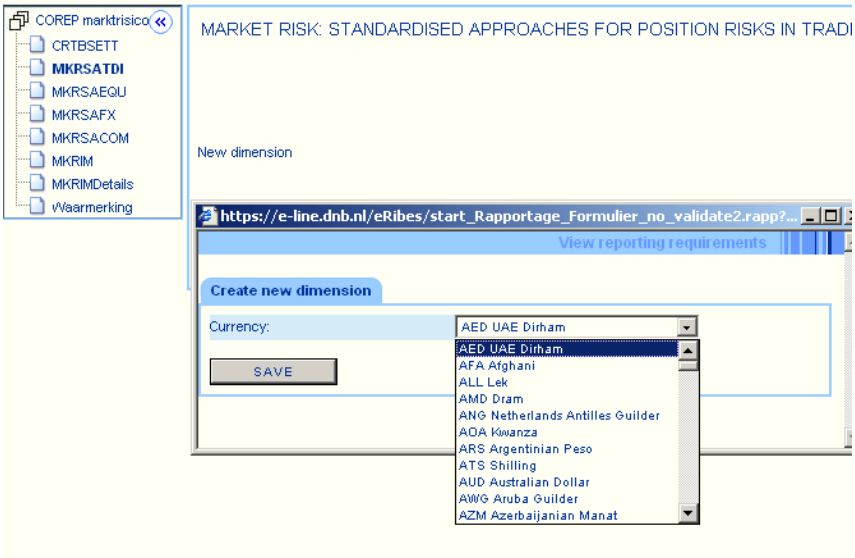
Forms contain yellow and grey data fields. Yellow fields can be edited, whereas grey fields are calculated automatically. Click on a yellow field to change the value. You may also use the 'tab' button (or optionally the right arrow key) to navigate to the next editable field.

The buttons at the bottom of the screen allow you to: save or remove data of the return, set a form to NIL, perform form or set validations, print the form or close the return.



Buttons on Forms set screen

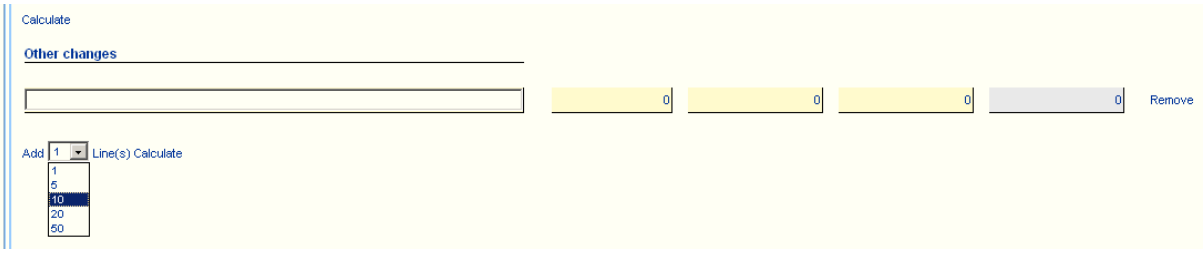
Not all fields are able to accept any value. In some cases, e-Line DNB only allows you to select a value from a list. See the example below. It is not possible to enter a value: you must select a value from a pick list.



Pick list in form

Some forms contain dynamic tables. For such a table you have the possibility to change the number of lines (or rows). Below a dynamic table you can click on the Add link in order to add a line to that table. Sometimes the link is followed by a small box which allows you to add multiple lines at once. A line can be deleted from a dynamic table by clicking on the Remove link at the end of the line.

See the figure below for an example of adding multiple lines to a dynamic table. Click on the arrow to the right of the box, select a value and click on the Add link. The system will add the selected number of lines to the table.



Dynamic table

Instead of entering data manually, you can copy data from previous returns (see *§ 4.3 Opening a return & copying data*) or import them from other files (see *§ 4.6 Importing data*).

4.5 Setting a form to NIL

If all fields in a form contain zero values and there are no changes to report for a certain period, you can set the form to NIL. Even if a form has been set to NIL, it must still be submitted to DNB.

Tip: It is also possible to use the *Set to NIL* function to clear all the data in a form at once.

Note: The *Set to NIL* function applies only to the active form (i.e. the form you are editing). The other forms in the same set will not be affected.

Procedure

1. Open a form.
2. At the bottom of the screen, click on the Set to NIL button, and answer OK to the question that appears.
3. At the top of the screen, on the right-hand side, the text "Form status: **nil**" will appear.

4.6 Importing data

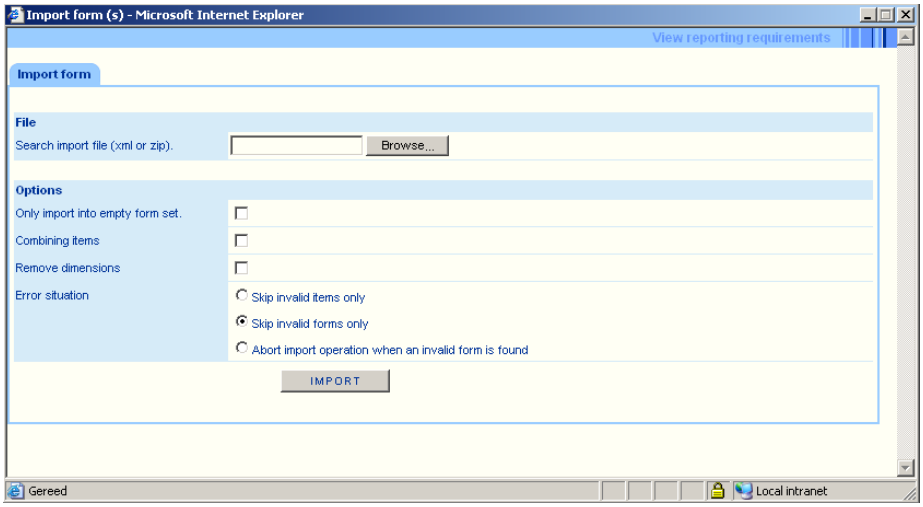
It is possible to import data from your own system into e-Line DNB. However, such data must meet certain requirements. For instance, files must be in XML format. A ZIP file containing XML files (one or more) is also possible. XML and ZIP files larger than 1 Mb are not allowed.
Your contact at DNB is able to tell you more about the e-Line DNB XML import format. Moreover, the e-Line DNB main portal page provides you with several template files.

Tip: If the XML file is larger than 1 Mb, you can compress it by converting it to a ZIP file.
Tip: For certain returns, it is also possible to import XBRL files.

In a single XML import file, you can include data which belong to more than one form in a return, allowing you to complete an entire return (set of forms) in a single import operation.

Procedure

1. Select the return you wish to import data into from the requirements list.
2. In the Requirements menu, click on *Import*. You will see the following screen.



Importing data

3. Click on the Browse... button and navigate to the import file (XML or ZIP). Select the filename and click on OK in the browser screen.
4. After this you can choose any or all of three options:
   - Only import into empty form set.
     Check this box if you wish to avoid overwriting data already entered for this return. E-Line DNB will only import data into returns that have not been edited and/or saved yet.
   - Combining items
     Check this box if data from your import file should be aggregated with the data already entered into the return forms.
   - Remove dimensions
     Check this box if you wish to overwrite variants such as currencies or countries. Before importing the variants, e-Line DNB will first delete the variants found in the respective forms. The result of this operation is that after the import the return contains the same number of variants with the same data as the import file.

   You are allowed to check one, two or all three options, or none at all. In the latter case, any previously entered data will be overwritten by imported data.

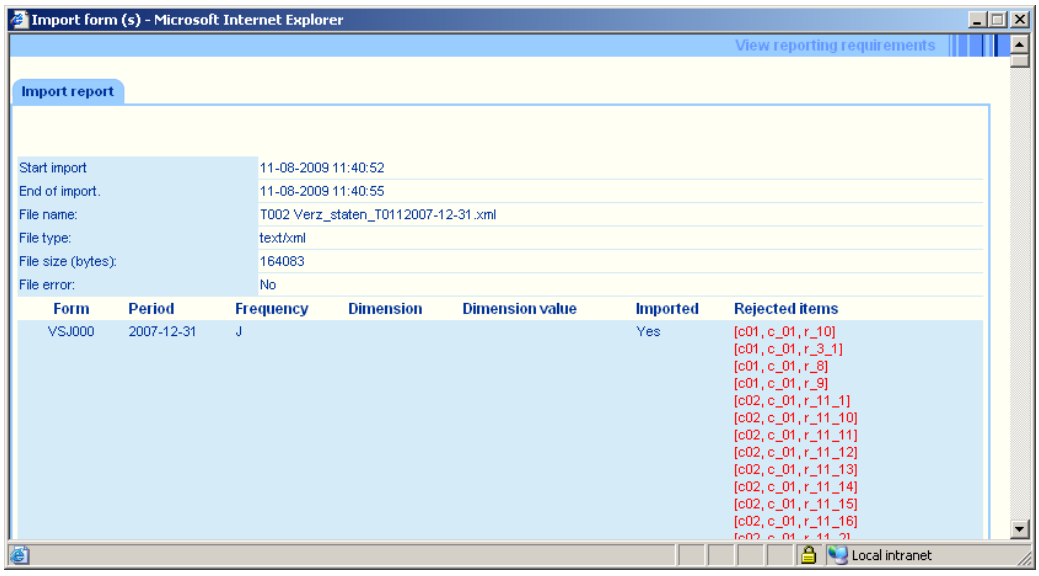
5. Next, select one of the following options.
   - Skip invalid items only
     Select this option if you wish e-Line DNB to continue importing data if an unknown or invalid data is found in the import file. The data in question will be skipped.
   - Skip invalid forms only

Select this option if you wish e-Line DNB to continue importing data into other forms of the current return. If unknown or invalid data is found in the import file for a form, the import data for this form is skipped.

- Abort import operation when an invalid form is found
  Select this option if you wish e-Line DNB to stop importing altogether if unknown data is found in the import file. Changes in forms already imported will be saved. Data for the form where the error was encountered as well as data for subsequent forms will not be imported.

You have to select one of these three options. The second option is selected by default.

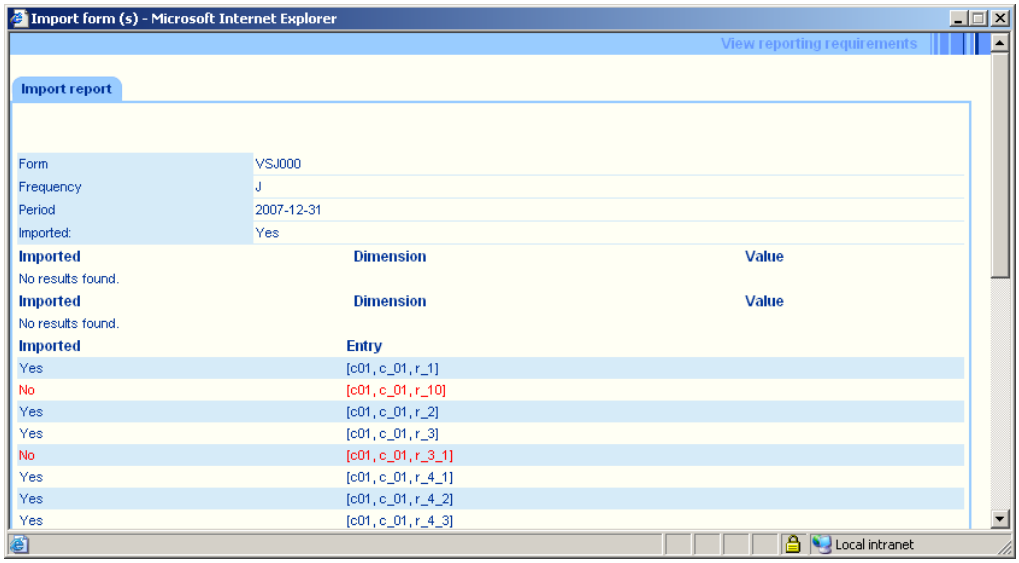
6. Next, click on the Import button. When e-Line DNB has completed the operation, it will display an import report:



Import report

The report gives you per form an overview of the results of the import operation. Each form entry which causes problems during the import is reported in the column Rejected items. In the example shown, there are some rejected entries: below the Imported header, the value "Yes" is shown, indicating that the import for that form was successful except for several rejected entries listed in the columns Rejected items. For every form you have imported, you can view the error messages by clicking on the form's code number. If you provided an e-mail address when your account was registered within DNB, you will also receive a copy of the report by email for later reference.

Click on the form for more details:



The error message 'An error occurred because the tokenvalidation failed' will be displayed when within the same import screen is tried to select and import more than one file. The solve this problem, please close the import screen and start again to import data.

Now you can proceed to supplement and/or change data manually, saving the return when you finish (see *§ 4.4 Entering data* and *§ 4.7 Saving and closing returns*).

4.7 Large files attached to returns

In specific returns it is possible to attach large files. These large files are limited to 2 GB. The large file return offers the possibility to attach one or more large files and send these files safely to De Nederlandsche Bank. Like other returns, the large file returns are shown on the 'Returns list'.
When opening a large file return in e-Line DNB, one or more buttons 'Attachment' are shown. It is possible to attach one file with a specific extension to a button. For instance a file with an XML-extension. It is also possible to import zip-files. Zip- and other files must be limited to a maximum of 2 GB.

The next file extensions can be used:

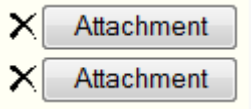
- Microsoft office documents:
  - Word (up to version 2003): doc
  - Excel (up to version 2003): xls
  - Powerpoint (up to version 2003): ppt
  - Word (version 2010): docx
  - Excel (version 2010): xlsx
  - Powerpoint (version 2010): pptx
- Comma Seperated Value: csv
- Extensible Markup Language: xml
- eXtensible Business Reporting Language: xbrl
- Text file: txt
- Adobe Acrobat Portable Document Format: pdf
- Compressed file: zip

If you need more information regarding the requirements of large files, please contact your focal point at De Nederlandsche Bank.

Tip: If a large file has a size of more than 2 GB, it is possible to create a Zip-file. Zip files are compressed, which reduces the size of the file.

Procedure

1. First, you should open the returns selection screen to select the form set. Move the mouse pointer over the period of the forms set you wish to open. In the menu that appears, select the Open forms option.
   As the selected form is opened, it is possible to attach one or more files to the form. This procedure can be repeated as much buttons are available. A black mark indicates that no file is attached to the button.



2. Click on a button 'Attachment' in order to select the file. A new window shows up.
3. Click in the new window on the button 'Browse' to select the file, which is stored locally on your hardware.

4. As the file is selected, click on the button 'Save'.
   The system immediately validates the file: the file extension and the file structure must be consistent. If the system accepts the file, a green mark is shown next to the button.

   As soon as all the buttons are marked green, the procedure can be continued as written in paragraph 4.8 'Saving and closing returns'.

A selected and saved file can be deleted.

1. Click on the green marked button 'Attachment'.
2. Click in the window on the button 'Delete'. The system deletes the file and the button is marked black.
3. Click on the button 'Save' to delete the file permanently from the e-Line DNB database.

4.8 Saving and closing returns

When you have entered data in one or more forms of a return, you have to save and close the return.

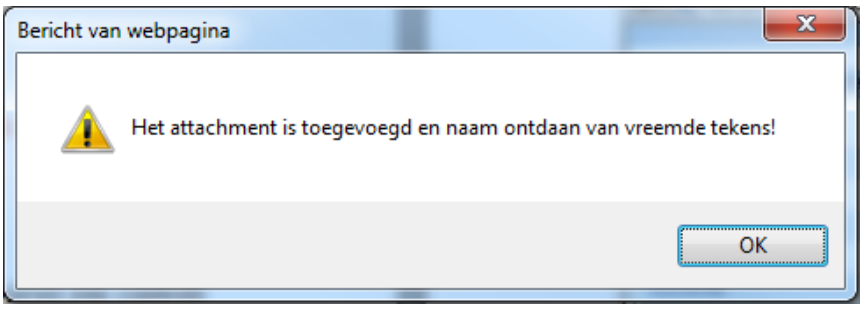
Procedure

1. At the bottom of the screen click on the *Save* button on the button bar. This will save not just the data in the active form (i.e. the screen you have been editing) but also the data in the other forms of the active return. If you attempt to close a return without saving it, you will be shown a warning (provided the *Warnings* user preference is set to 'On').

Tip: Once you have saved all data, you can safely exit e-Line DNB. Your data will be stored, even if you have not fully completed the forms and submitted the return.

Note: If you have entered invalid data into any field, as by typing a letter in a field where only figures are expected, then you will be warned when you attempt to save the return. Fields containing invalid data will turn red, so you can find them easily and correct your entry. It is impossible to save a return until all invalid entries have been corrected.

Note: If the filename of an attachment contains signs which are not allowed, e-Line DNB will change the filename automatically during data storage. A warning will be shown on the screen.



Accepted signs are:

- 0 t/m 9;
- a t/m z;
- A t/m Z.

Signs not accepted will be converted to:

- é becomes e, ä becomes a, and so on;
- ß to ss, þ to b, ð to d, Ð to D, ø to o, Ø to O, æ to ae, Æ to AE, ¢ to c, ¿ to c;

All other signs will be converted one to one by an underscore ("_").

Changed filenames can be consulted by opening the returns list, whereupon the requirements are shown. Open the formset and the relevant form (see *§ 4.2 Opening returns*).

For e-Line it is necessary to change filenames into good ones, otherwise the process of putting files in the archive will fail.

4.9 Data checking

When you have finished editing a return and saved it, you have to validate the correctness of your return. During validating, e-Line DNB will compile an error report.

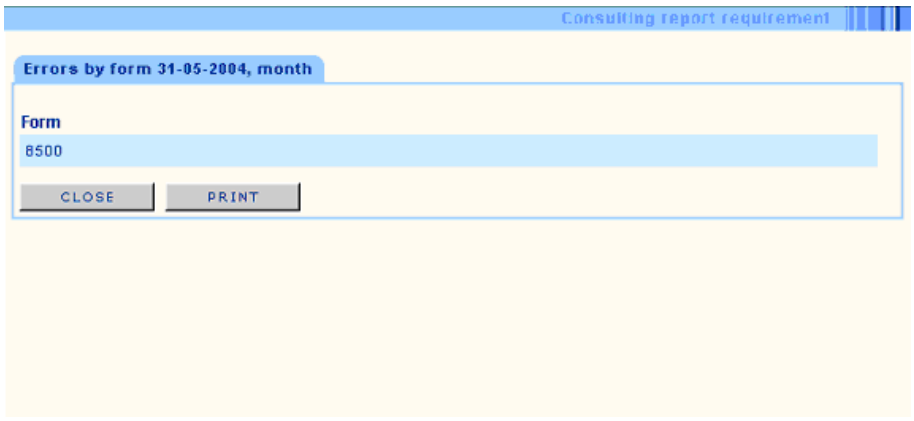
Note: The *Validate* menu option in the requirements list will not be shown in the menu until you have saved the return.

Procedure 1: from the form screen

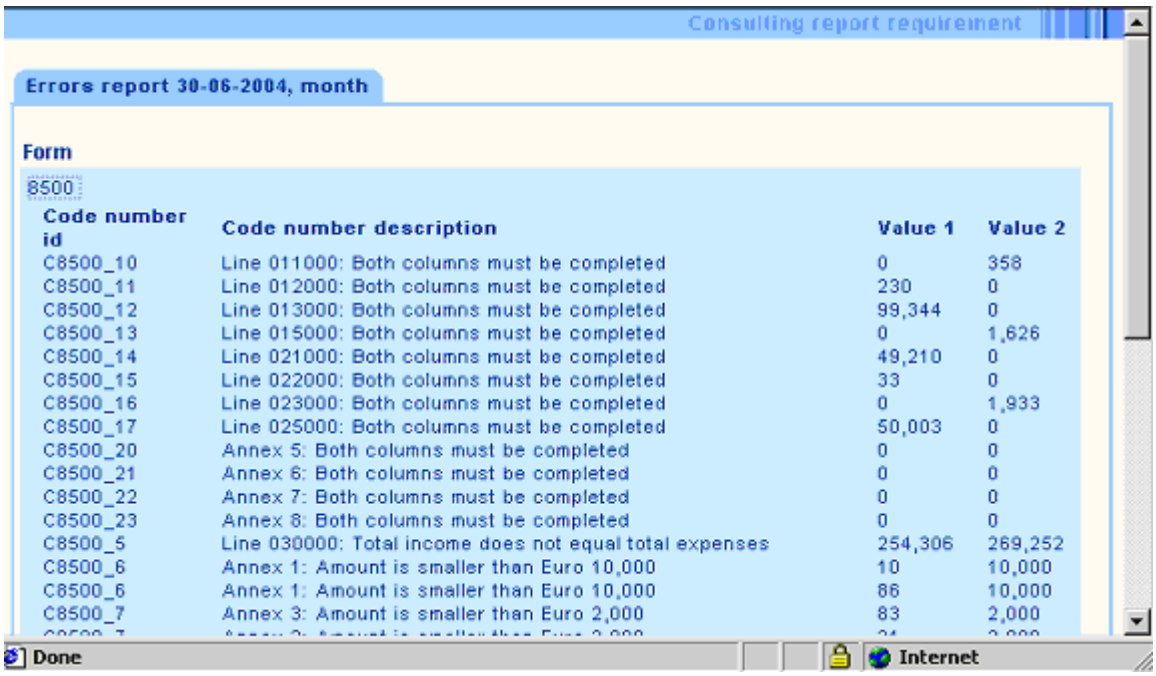
1. At the bottom of the screen you see the buttons, click on *Validate* to check the entries in the currently active form. *Note:* only data in the active form will be checked. If errors are found, an error report as shown in the figure below will be compiled. If no errors are found, a confirmation message will be displayed.
2. In the error report, click on the code number of a form to view the errors found for that specific form.
3. Click on an error in the form to identify the item where the error occurred and the value entered for that item. Click on the item: the cursor will be placed in the corresponding field of the form, enabling you to correct the error immediately (see figure).
4. Save the return.

Procedure 2: from the returns list

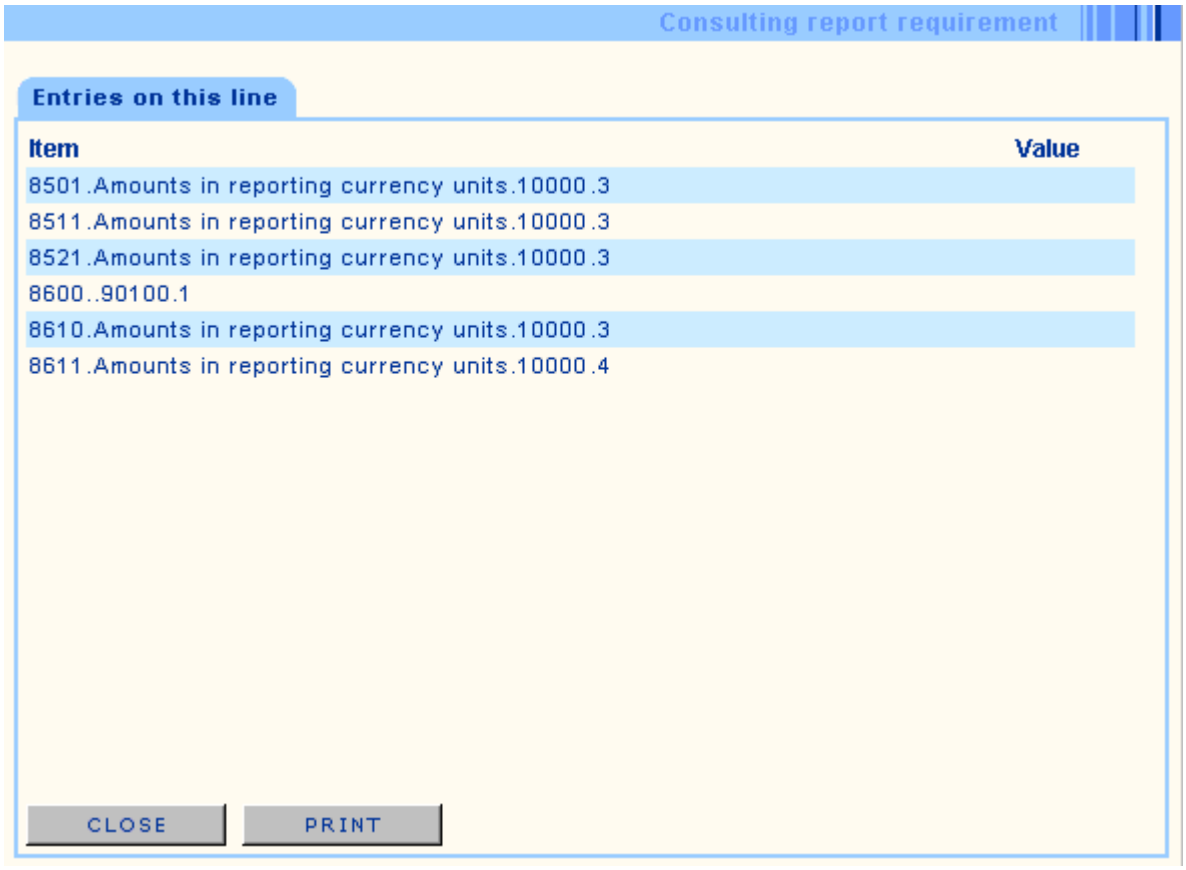
1. Move the mouse pointer over the period of the return you wish to check. In the appearing menu, select the *Validate* option. ***Note:*** all forms in the set for the current return will be checked. If errors are found, an error report as shown in the figure below will be compiled, showing the forms which contain one or more errors. If no errors are found, a confirmation message will be displayed.
2. In the error report, click on the code number of a form to view the errors for that specific form (see figure).
3. Click on an error in the form to identify the item where the error occurred and the value entered for that item. Click on the item: the corresponding form will be opened and the cursor will be placed in the corresponding field of the form, enabling you to correct the error immediately (see figure).
4. Save the return.
5. In the Returns list, the *Validated* status of the return is changed from *N(o)* to *Y(es)* if there are no more blocking errors in the validation rules of the return after validation. As soon as you enter or edit data in any form belonging to the return and save your modifications, the status of the return will change back to *N(o)*, because you should revalidate the entire return (set of forms) after every edit operation.



Error report


Consulting report requirement
Errors report 30-06-2004, month
Form
8500
Code number id
Code number description
Value 1
Value 2
C8500_10 Line 011000: Both columns must be completed 0 358
C8500_11 Line 012000: Both columns must be completed 230 0
C8500_12 Line 013000: Both columns must be completed 99,344 0
C8500_13 Line 015000: Both columns must be completed 0 1,626
C8500_14 Line 021000: Both columns must be completed 49,210 0
C8500_15 Line 022000: Both columns must be completed 33 0
C8500_16 Line 023000: Both columns must be completed 0 1,933
C8500_17 Line 025000: Both columns must be completed 50,003 0
C8500_20 Annex 5: Both columns must be completed 0 0
C8500_21 Annex 6: Both columns must be completed 0 0
C8500_22 Annex 7: Both columns must be completed 0 0
C8500_23 Annex 8: Both columns must be completed 0 0
C8500_5 Line 030000: Total income does not equal total expenses 254,306 269,252
C8500_6 Annex 1: Amount is smaller than Euro 10,000 10 10,000
C8500_6 Annex 1: Amount is smaller than Euro 10,000 86 10,000
C8500_7 Annex 3: Amount is smaller than Euro 2,000 83 2,000
Done
Internet

Error report, form level



Error report, item level

Tip: You can print the text of the error report by clicking on the *Print* button.

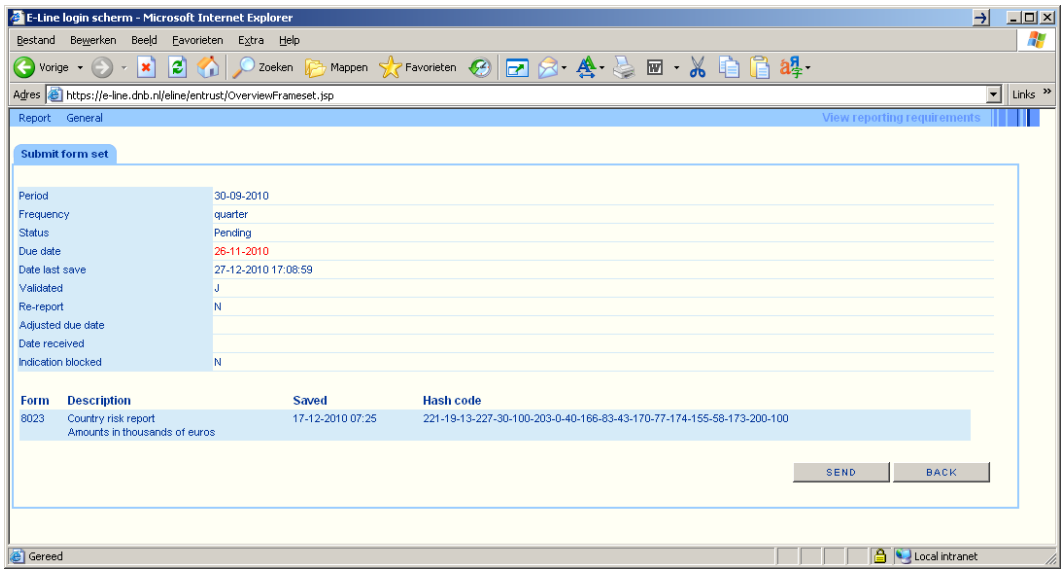
Tip: After validating all data in a return (set of forms), the pop-up menu for this return will show an additional option, Errors report. This option allows you to view the validation results at a later time.

4.10 Submitting returns

Once you have entered, saved and validates all data for a return, you have to send it to DNB.

Procedure

1. Open the Returns list.
2. Move the mouse pointer over the period of the return you wish to submit. In the menu that appears, select the *Send* option. The screen shown below will be displayed. On the right, a number of auto-generated verification numbers are shown (one for each form of the return). These are codes which are used to prove the authenticity of the return. Together, they constitute a statement to the effect that the return is being submitted. If you wish, you can print this page and save it by way of proof.



Sending a return

Click on the Send button at the bottom of the list to submit the return. As soon as DNB has received the return, the Date received is displayed in the Returns list, while the status of the return is changed to Accepted.

Note: The Send button will not appear in the pop-up menu of a return until you have saved your last changes and have successfully validated all forms in the set.

Note: Once a return has been sent, you will no longer be able to change it. If further changes are needed, you will have to lodge a re-report request with your account manager at DNB (see § 4.10 Changing a submitted return). Therefore, please check your data carefully before submitting a return.

Note: If you send a return to DNB, it will be converted to a Pfd format. A big conversion will take computer capacity and has a negative impact on the performance of the system. Take some waiting time into consideration, without stopping the process.

4.11 Changing a submitted return

Until you submit a return by sending it to DNB, you are allowed to change the data at any time. But if it is necessary to make further changes in a return after you have submitted it, you need to file a request for re-reporting with your contact at DNB. The return will appear in your Returns list with a Re-report status. The *N(o)* status below the *Re-report* header in the Returns list has changed to *Y(es)*.

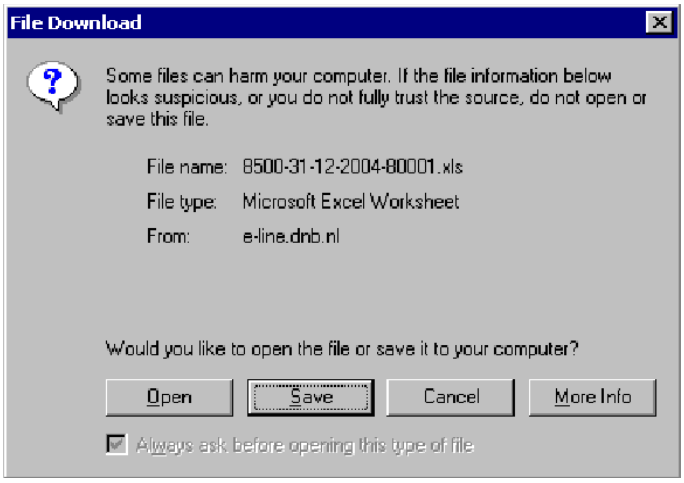
A return with a *Re-report* status should be treated in the same way as a normal return. You start by entering the data. Because in principle, the return contains data from the last submitted report (i.e. the one you filed a re-report request for), it is likely to need only minor changes. Once these are completed, you can submit the return again (see *§ 4.8 Data checking* and *§ 4.9 Submitting returns*).

4.12 Opening/saving returns in Excel

You have the possibility to open or save sets of forms (returns) to MS Excel format. This will allow you, for instance, to use the data from your returns for further processing or to enter them in your own financial files.

Procedure 1: opening/saving an entire set of forms

1. Open the Returns list.
2. Move the mouse pointer over the period of the return you wish to export. In the pop-up menu that appears, select the *Excel* option. The following dialog screen will appear.


File Download
Some files can harm your computer. If the file information below looks suspicious, or you do not fully trust the source, do not open or save this file.
File name: 8500-31-12-2004-80001.xls
File type: Microsoft Excel Worksheet
From: e-line.dnb.nl
Would you like to open the file or save it to your computer?
Open
Save
Cancel
More Info
Always ask before opening this type of file

Opening/saving in Excel

3. Click on *Save* to save the set of forms as an MS Excel file or click on *Open* to view the Excel document.

It is also possible to open or save a single form out of a set to Excel.

Procedure 2: opening/saving a single form

1. Open the Returns list.

2. Move the mouse pointer over the period of the return you wish to export. In the pop-up menu that appears, select the *Open forms* option.
3. Among the buttons at the bottom of your screen, you click on Excel to open/save only that form.

Save only the active form to Excel

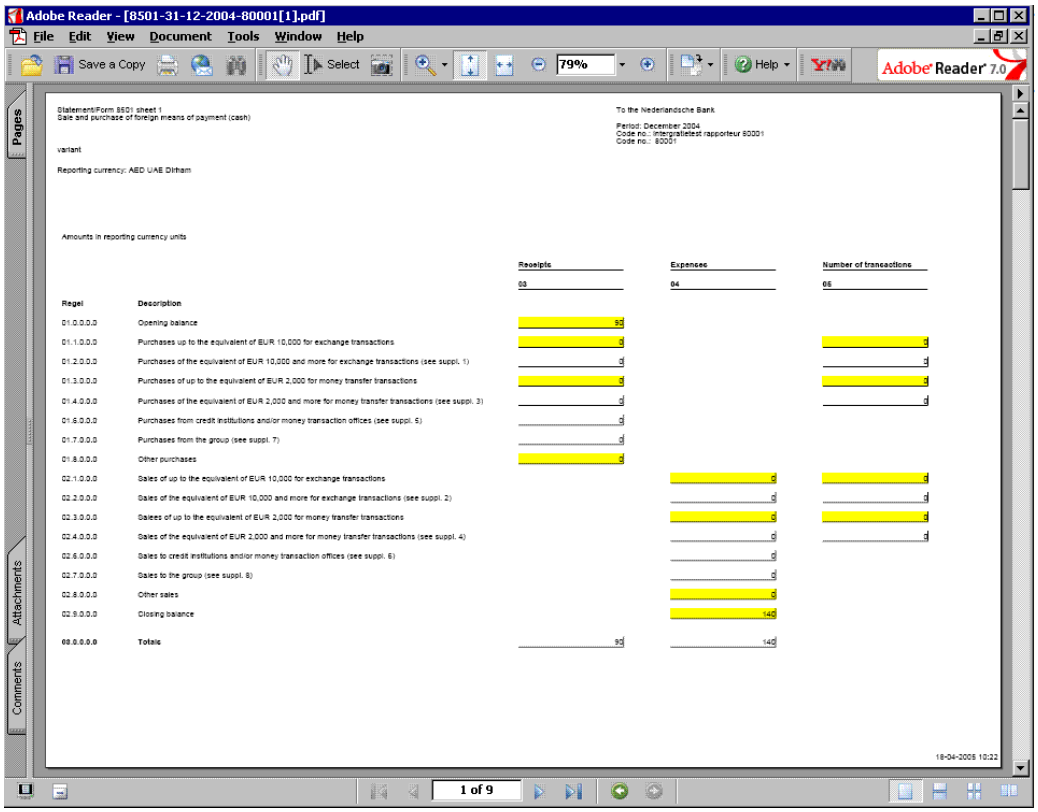
4. The dialog screen shown in the figure will appear. Click on *Save* to save the form in an MS Excel file or click on *Open* to view the Excel document.

4.13 Printing returns

To prepare returns for printing, e-Line DNB will convert them to PDF format, which will be printed from the existing Adobe Reader program. On the e-Line DNB home page (https://e-Line.dnb.nl) under "Tools / support" on the right, you will find a link to a page on the Adobe website where the Reader can be downloaded freely.

Procedure 1: from an active form

1. Scroll down to the button bar at the bottom of the form and click on *Print*. The form will come up as a document in the Adobe Reader, ready to be printed. *Note:* only the current form will be printed.

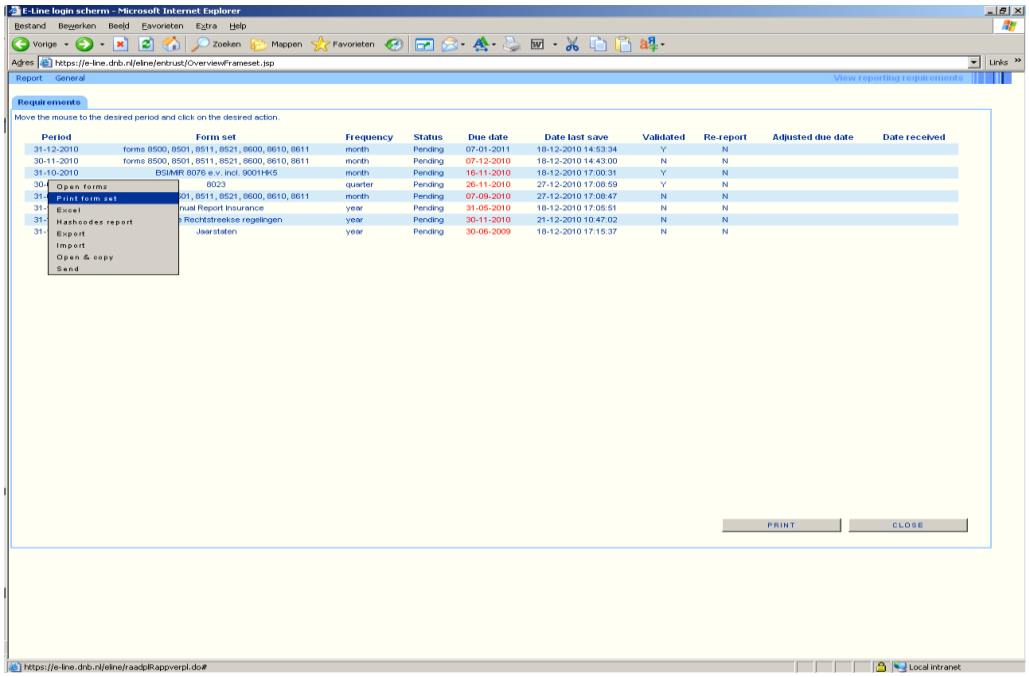

Adobe Reader - [8501-31-12-2004-80001[1].pdf]
File Edit View Document Tools Window Help
Save a Copy
Select
79%
Help
Adobe Reader 7.0
Pages
Attachments
Comments
Statement/Form 8501 sheet 1
Sale and purchase of foreign means of payment (cash)
To the Nederlandsche Bank
Period: December 2004
variant
Reporting currency: AED UAE Dirham
Amounts in reporting currency units
Receipts
Expenses
Number of transactions
Regel
Description
01.0.0.0.0 Opening balance
01.1.0.0.0 Purchases up to the equivalent of EUR 10,000 for exchange transactions
01.2.0.0.0 Purchases of the equivalent of EUR 10,000 and more for exchange transactions (see suppl. 1)
01.3.0.0.0 Purchases of up to the equivalent of EUR 2,000 for money transfer transactions
01.4.0.0.0 Purchases of the equivalent of EUR 2,000 and more for money transfer transactions (see suppl. 3)
01.6.0.0.0 Purchases from credit institutions and/or money transaction offices (see suppl. 5)
01.7.0.0.0 Purchases from the group (see suppl. 7)
01.8.0.0.0 Other purchases
02.1.0.0.0 Sales of up to the equivalent of EUR 10,000 for exchange transactions
02.2.0.0.0 Sales of the equivalent of EUR 10,000 and more for exchange transactions (see suppl. 2)
02.3.0.0.0 Sales of up to the equivalent of EUR 2,000 for money transfer transactions
02.4.0.0.0 Sales of the equivalent of EUR 2,000 and more for money transfer transactions (see suppl. 4)
02.6.0.0.0 Sales to credit institutions and/or money transaction offices (see suppl. 6)
02.7.0.0.0 Sales to the group (see suppl. 8)
02.8.0.0.0 Other sales
02.9.0.0.0 Closing balance
00.0.0.0.0 Totals
18-04-2005 10:22
1 of 9

printing a form

2. Click on the printer icon in the menu bar of the Adobe Reader.

Procedure 2: from the Returns list

1. Move the mouse pointer over the period of the return (set of forms) you wish to print. In the pop-up menu that appears, click on *Print form set*.



Pop-up menu in Returns list

2. The Acrobat Reader will open up showing (the first sheet of) the first form in the set. *Note:* the PDF file contains all the sheets of all the forms in the set.
3. Click on the printer icon in the Acrobat Reader menu bar. In the dialog that appears, you can select a range of pages to be printed.

Note: Reports submitted after 1 January 2012 no longer include the Print form set option. Reports submitted after that date can only be printed via the Consult archives option.

4.14 Printing submitted reports (Consult archives)

As of 1 January 2012, newly submitted form sets can only be printed via the *Consult archives* option. Henceforth, e-Line DNB stores submitted form sets in PDF format. Only form sets submitted after 1 January 2012 may be retrieved in this way.
For such reports the *Print form set* instruction is no longer available.

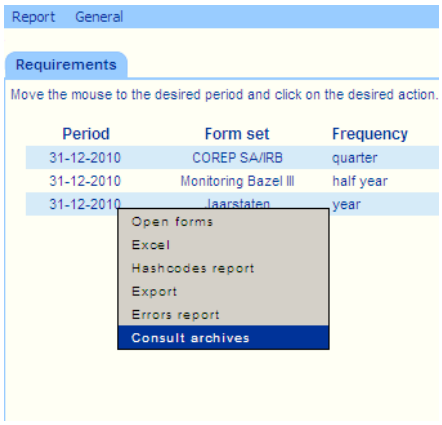
As of 8 December 2012 attached files linked to a formset are consultable via the *Consult archives* option. On the *Archives* screen the PDF file and the corresponding attachments are visible and printable.
Attachments send to DNB before 8 December 2012 will not be displayed.

Note: The *Consult archives* button does not appear in the drop-down menu until the report has been submitted. This applies only to reports submitted after 1 January 2012.

Note: Reports submitted *before* that date do not show the *Consult archives* option. Such reports may still be printed using the familiar *Print form set* option (see *Section 4.12 on Printing reports above*).

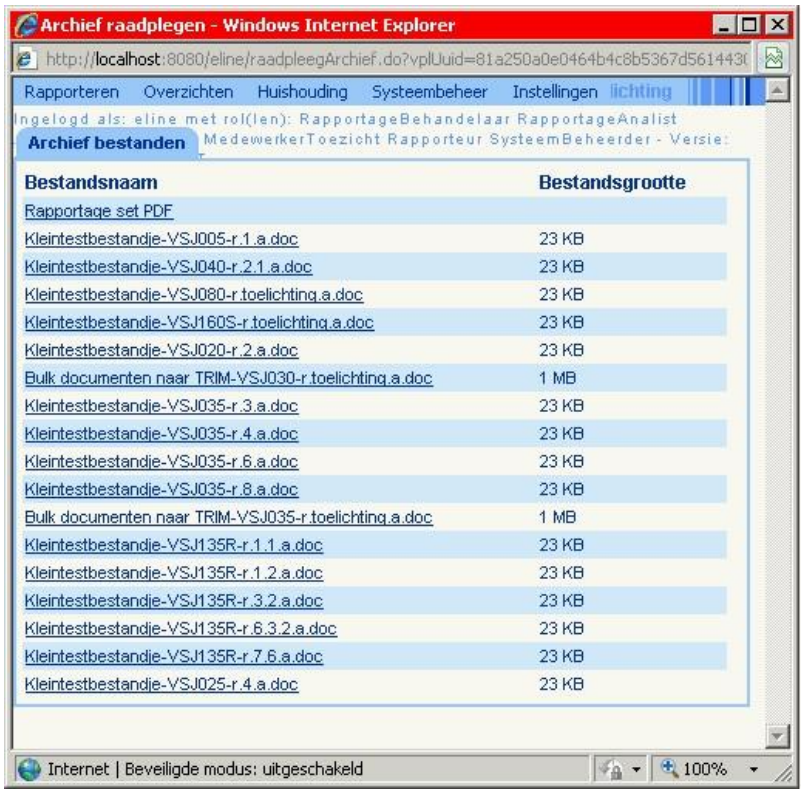
Procedure: in the requirements overview:

1. Move the mouse pointer (without clicking) over the period of the form set to be printed. The following menu will appear:



Options menu in Requirements overview

2. Click on *Consult archives*. The form set and all the linked attachments becomes visible:



3. Click on *Form set PDF*. The form set is opened in Acrobat Reader and may be printed or saved locally.
4. Click on the filename of the relevant attachment. The attachment is opened with the appropriate program, depending on the file extension. The attachment may be printed or saved locally.

Attachments are connected to a specific field of a form. The filename shows the name of the form, the line and column.

4.15 Export as XML file

In e-Line DNB you have the possibility to export the content of a return as an XML file. You can edit the XML file and use it as an import file for the next reporting period.

There a two possibilities to export the data in XML format.
One way is exporting straight from the current form (this will export the form only).
The second possibility is to export from the returns list (creating an XML file containing the whole set).

Procedure (Creating XML from a form)

1. Click at the XML button at the bottom of the screen

2. Click at the 'Download' button.

   An xml file will be generated and displayed in Internet Explorer.
   Select all data using <ctrl>+<A> copy with <ctrl>+<C>, open notepad and paste with <ctrl>+<V>. Clean up the file by removing the minus figure(s) at the beginning of a row (first character).

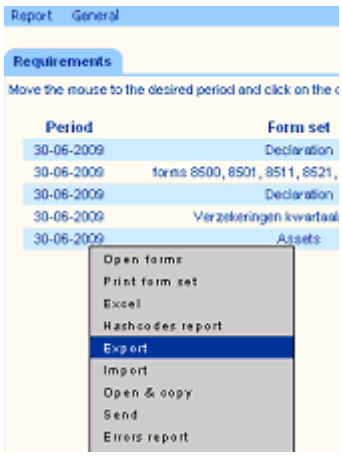
```
<?xml version="1.0" encoding="UTF-8" ?>
- <bestand registratienummer="T002">
  - <rapportage nihil="false" periode="2009-06-30" formulierid="FTK01K101V08"
      versie="1" frequentie="K">
      <post value="34" cube="c01" rij="r_1_1" kolom="c_01" />
      <post value="1" cube="c01" rij="r_1_2" kolom="c_01" />
      <post value="1" cube="c01" rij="r_1_3" kolom="c_01" />
      <post value="1" cube="c01" rij="r_1_4" kolom="c_01" />
      <post value="1" cube="c01" rij="r_1_5" kolom="c_01" />
      <post value="32" cube="c01" rij="r_1_6" kolom="c_01" />
      <post value="32" cube="c01" rij="r_2_1" kolom="c_01" />
      <post value="1" cube="c01" rij="r_2_2" kolom="c_01" />
      <post value="1" cube="c01" rij="r_2_3" kolom="c_01" />
      <post value="34" cube="c01" rij="r_2_4" kolom="c_01" />
      <post value="1" cube="c01" rij="r_2_5" kolom="c_01" />
      <post value="34.000" cube="c01" rij="r_2_6" kolom="c_01" />
```

3. Save the file as *filename.*xml

Procedure (Creating XML from the whole set)

1. Move the mouse pointer over the period of the return (set of forms) you wish to export. In the pop-up menu that appears, click on *Export*.
2. Click at the 'Download' button.

   An xml file will be generated and displayed in Internet Explorer.
   Select all data using <ctrl>+<A> copy with <ctrl>+<C>, open notepad and paste with <ctrl>+<V>. Please clean up the file by removing the minus figure(s) at the beginning of a row (first character).



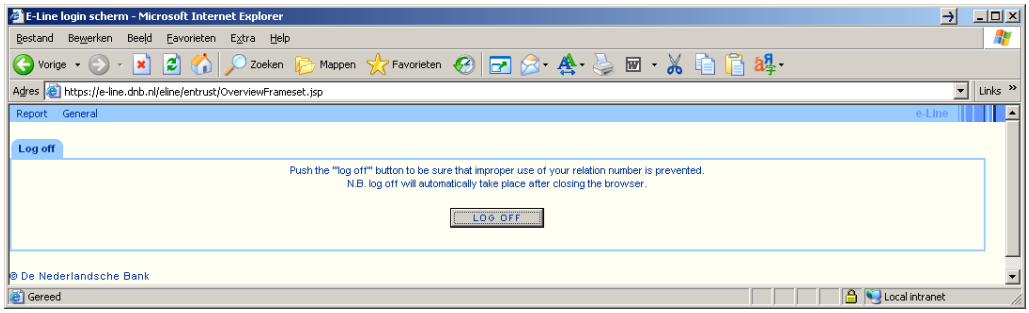
Note: A more convenient way to save the XML file to your local file system is to select File and after that Save as from the pull down menu in Internet Explorer In the dialog box that appears, you can enter the name of the XML file and save it to your local system by clicking on the Save button.

4.16 Closing e-Line DNB

It is recommended that you log off of the system before closing e-Line DNB. This helps to prevent unauthorised parties to misuse your relation number.

Procedure

1. In the top of the screen, under *General*, click on *Log off*. You will see the following screen:


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Vorige Zoeken Mappen Favorieten
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
e-Line
Log off
Push the "log off" button to be sure that improper use of your relation number is prevented.
N.B. log off will automatically take place after closing the browser.
LOG OFF
© De Nederlandsche Bank
Gereed
Local intranet

Logging off

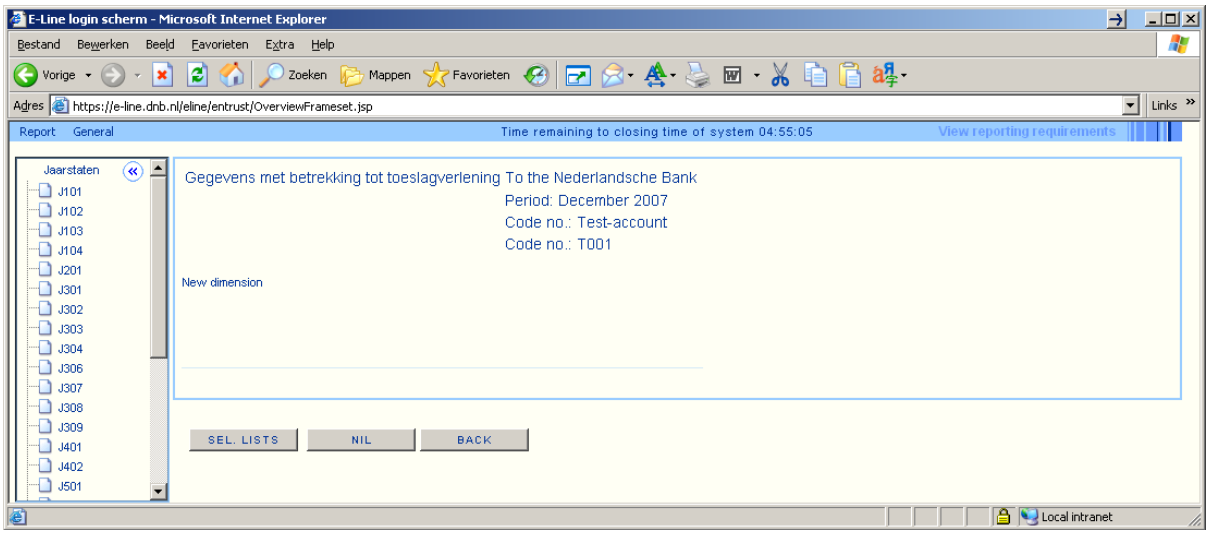
2. Click on the *Log off* button if you are sure you wish to exit e-Line DNB. A message will appear to notify you that you are logging off. Now you can safely exit the program.

5 Supplementary functions

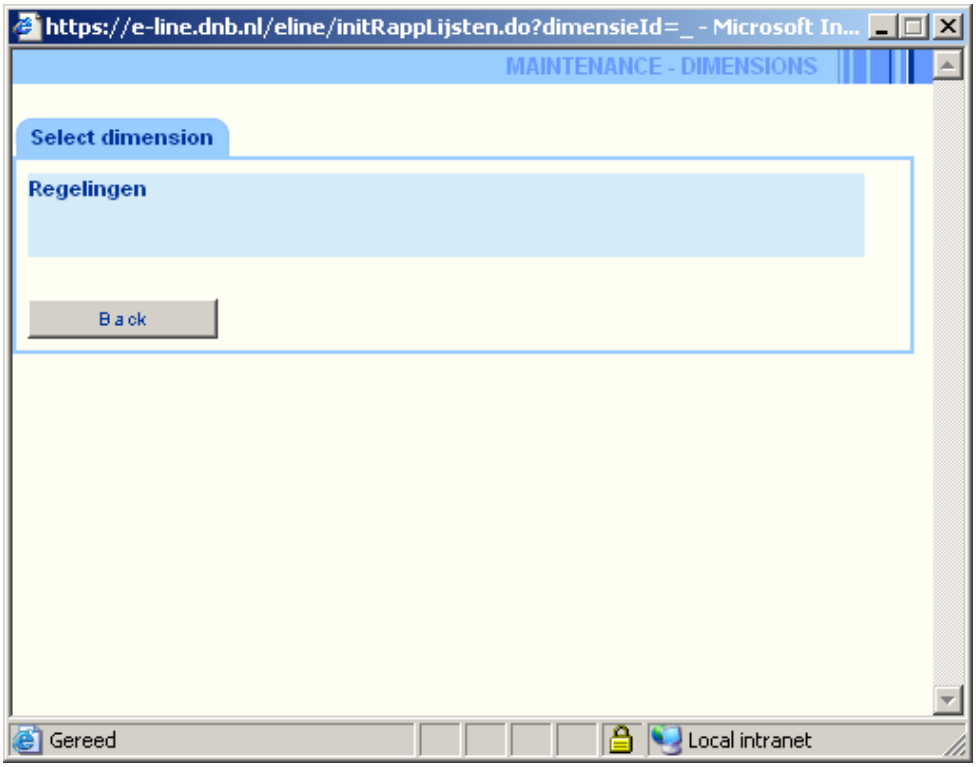
5.1 User-created pick lists

A special function has been created in e-Line DNB enabling reporting pension funds to create and maintain their own pick list of pension scheme names. The lists are automatically filled with the data from earlier returns. The user pick list function is implemented in several different forms. In all such forms you can add, remove or edit pension scheme names. With the new dimension button you can select a specific dimension.

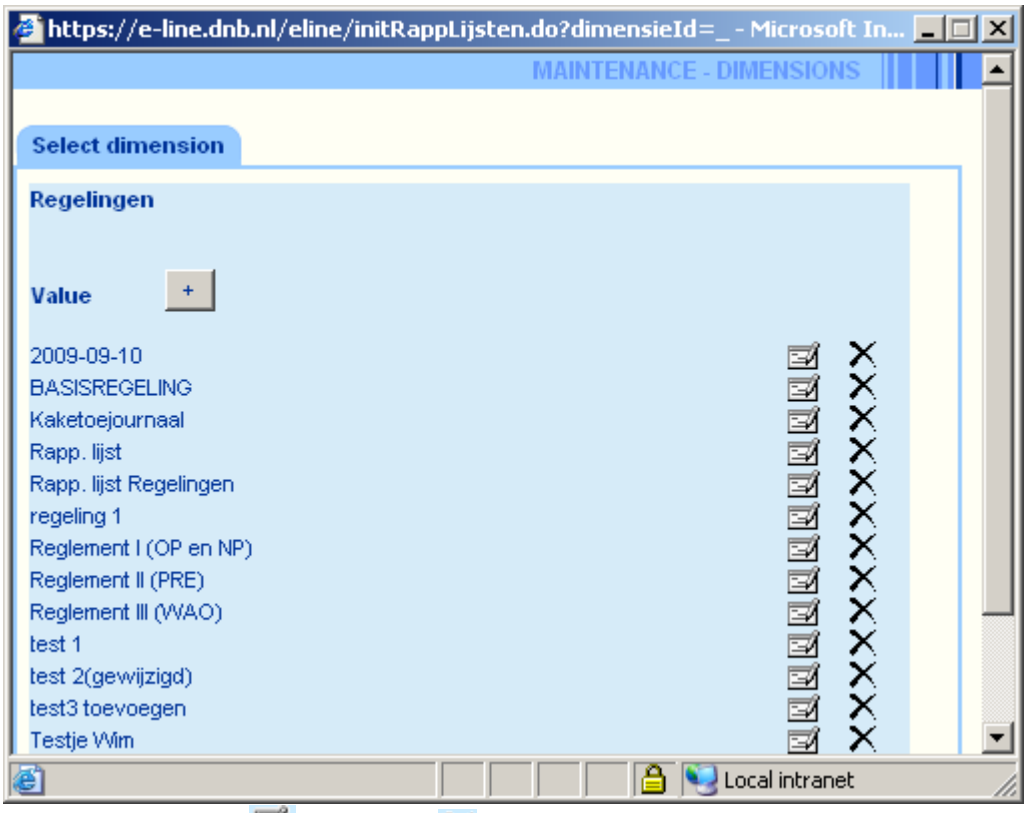
After the choice of the button 'SEL LISTS' it is possible to add, change or remove a scheme. See the following screen:



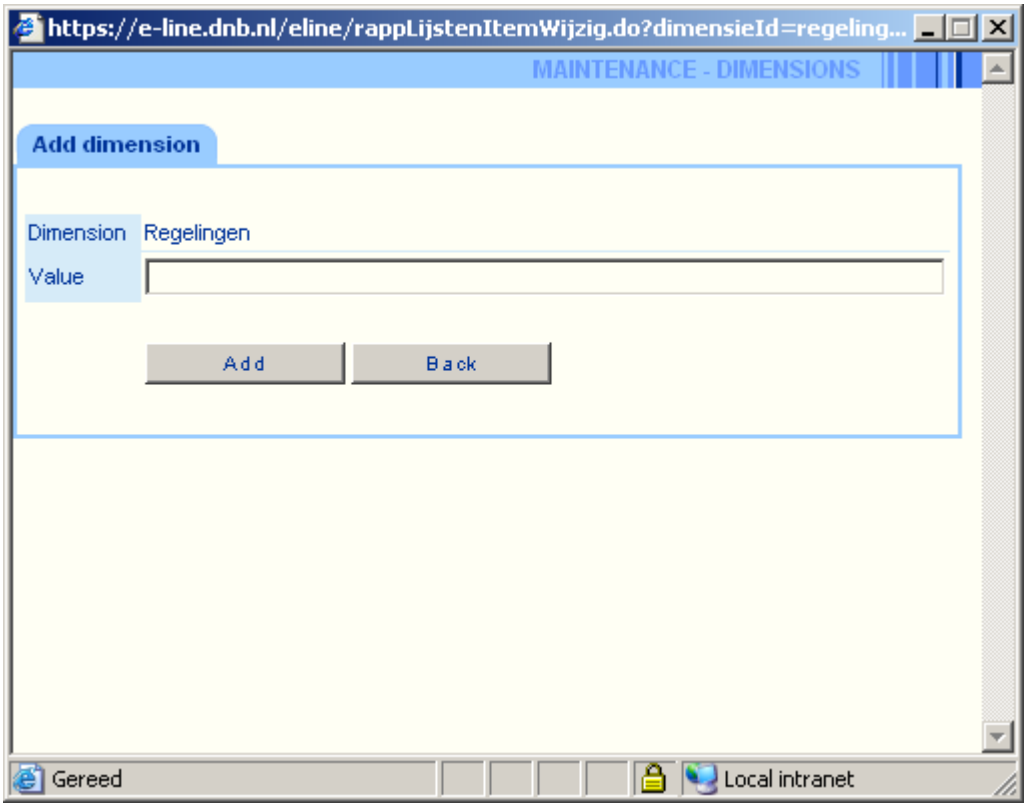
Activate 'SEL LISTS' button



Make your choice from the Select dimension tab



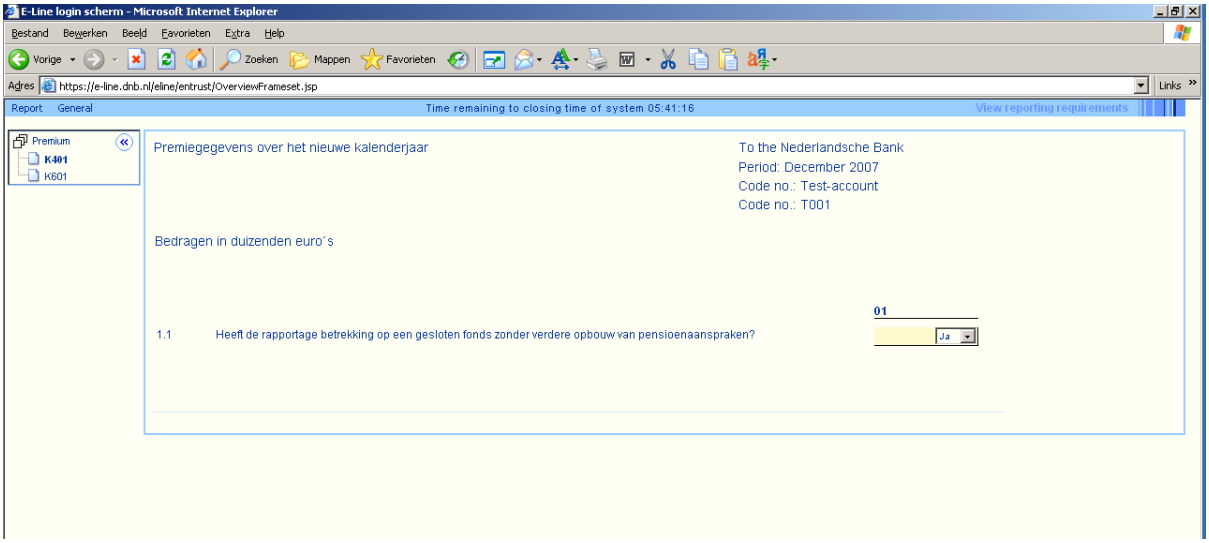
Select Add (+), Edit ( ) or Delete ( )



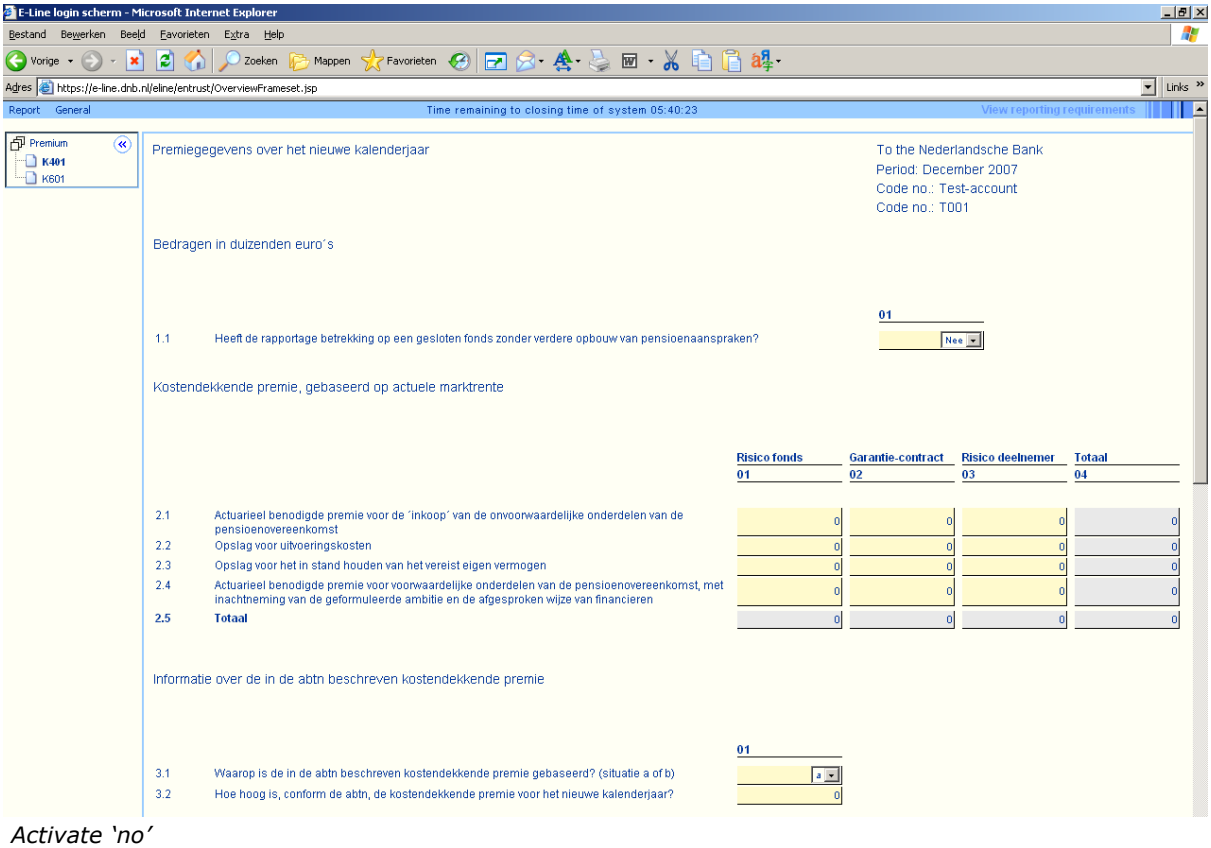
Type a free name and click on Add

5.2 Answer-driven dialogue structure

Dialogues in the e-Line DNB application are answer-driven, meaning that as answers are supplied, additional questions may appear onscreen as necessary. (You may be familiar with this procedure as it is also used in the electronic forms used by the Dutch tax authority.) An example (in Dutch) is shown below.



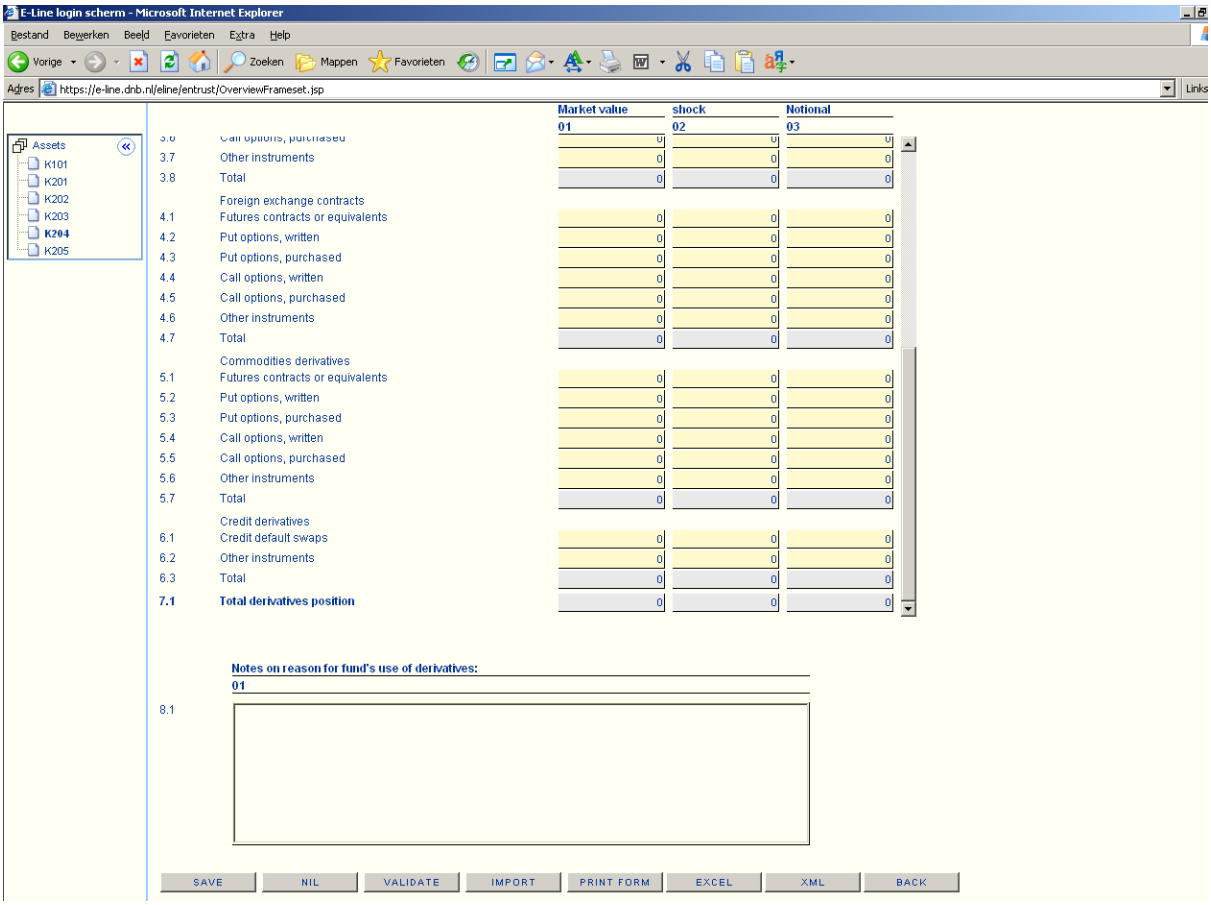
Activate 'yes'


E-Line login scherm - Microsoft Internet Explorer
Bestand Bewerken Beeld Favorieten Extra Help
Vorige Zoeken Mappen Favorieten
Adres https://e-line.dnb.nl/eline/entrust/OverviewFrameset.jsp
Links
Report General
Time remaining to closing time of system 05:40:23
View reporting requirements
Premium
K401
K601
Premiegegevens over het nieuwe kalenderjaar
To the Nederlandsche Bank
Period: December 2007
Code no.: Test-account
Code no.: T001
Bedragen in duizenden euro's
01
1.1 Heeft de rapportage betrekking op een gesloten fonds zonder verdere opbouw van pensioenaanspraken?
Nee
Kostendekkende premie, gebaseerd op actuele marktrente
Risico fonds 01
Garantie-contract 02
Risico deelnemer 03
Totaal 04
2.1 Actuarieel benodigde premie voor de 'inkoop' van de onvoorwaardelijke onderdelen van de pensioenovereenkomst
2.2 Opslag voor uitvoeringskosten
2.3 Opslag voor het in stand houden van het vereist eigen vermogen
2.4 Actuarieel benodigde premie voor voorwaardelijke onderdelen van de pensioenovereenkomst, met inachtneming van de geformuleerde ambitie en de afgesproken wijze van financieren
2.5 Totaal
Informatie over de in de abtn beschreven kostendekkende premie
01
3.1 Waarop is de in de abtn beschreven kostendekkende premie gebaseerd? (situatie a of b)
a
3.2 Hoe hoog is, conform de abtn, de kostendekkende premie voor het nieuwe kalenderjaar?

Activate 'no'

5.3 Input of text files

Using 'copy' and 'paste' it is possible to add a large block of text at once in the free text fields of some reporting forms.



Adding blocks of text via 'copy' and 'paste'

6 Opening hours and support

6.1 Opening hours

E-Line DNB is available on business days between 7:00 and 22:00 (CET).
Availability of E-Line DNB on business days between 22:00 and 7:00 (CET), at the weekend and on holidays is not possible because of daily maintenance on our systems.
Occasionally DNB reserves the right to shut down E-Line DNB earlier if the required maintenance demands this. DNB communicates this at least one week in advance on the newspage of E-Line DNB (http://www.dnb.nl/en/statistics/eline-dnb/index.jsp) if the urgency of the maintenance allows us to.
The changing of the opening hours until 22:00 (CET) will be evaluated internally by DNB after six months.

The time left until closing time will be displayed onscreen. ***Note:*** Please ensure that you save your data before closing time.

6.2 Problems working with e-Line DNB

If you have any trouble using the system, please contact the DNB Service Desk from Monday till Friday between 8:00 and 18:00 (CET). Please have your relation number ready. You can also contact DNB by sending an e-mail.

DNB Service Desk
Phone no. +31 20 524 6111
e-mail to servicedesk@dnb.nl

6.3 Questions about reporting

If your question is not about the system but about the substance of the reporting requirements, you should call your contact at DNB. Please have your relation number ready.

You also can send an e-mail to your contact at DNB. If you do not know your contact's phone number or e-mail address, Please send your question to e-line@dnb.nl.

7 Index

A

Adobe reader 32

C

closing e-Line DNB 14, 27, 36

E

Excel 31

F

forms set 19
frequency 17

I

importing
  importation report 24
importing data 22, 23, 24
Internet address 4, 6

L

language 14
logging off 6
logging on 4

P

password
  create 4, 6, 7
preferences 13
  language 14
  setting 13

R

relation number 4, 6, 8, 10, 11
reltion number 7
re-submit 31
returns
  exporting to excel 31
  opening 5

S

shared secret 8, 9, 11
support 42

W

warnings 14
welcome screen 6

X

XML format 22

Z

ZIP 23